



JOB PROFILE

Post Title:	Kitchen Assistant
Directorate:	Health & Social Care
Responsible to:	Head Cook
Responsible for:	N/A
Grade:	Band A

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible to the Head Cook & Cooks for the provision of high quality domestic and catering services at the Community Care Centre and Hospital. This includes all cleaning, kitchen duties assisting the cooks with food preparation which includes delivering of meals. The post holder is also responsible for ensuring the unit kitchen areas in the community care centre are maintained in line with cleaning schedules

Main Duties and Responsibilities

1. To maintain clean, tidy and safe working environment and equipment to a high standard at all times working to safe assured catering practices;
2. Assist with preparation of meals for the Community Care Centre residents, clients in the community and patients at the Hospital as outlined by the cook on duty that day which includes vegetable preparation, other foods preparation, sandwich making, other requests as specified by cooks
3. Prepare and support Cooks with special diets and blended foods that meets the needs of residents/ clients and patients
4. Support Cooks to plate and dish foods into the serving dishes for the Community Care Centre Units and meals for the community
5. Support Cooks to complete meal takeaway trays place in insulated boxes for delivery for the hospital
6. Deliver meals in a trolley from the kitchen to the warming cupboards in the dining areas at the Community Care Centre ensuring safe catering practices in place and food delivered in a timely manor
7. To be aware of and work within all policies and procedures relating to the work place
8. Support cooks to maintain stock rotation, by assisting with deliveries;



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9. Deliver food supplies to individual units at the Community Care Centre daily , ensuring all stocks are signed out and logged
10. Maintain established standards of cleaning schedules of sanitation, safety and food preparation and storage including: storing foodstuffs and supplies in appropriate areas, washing dishes, cleaning refrigerators, including cleaning and defrosting freezers stoves, bins, cupboards/shelving and other kitchen equipment and utensils and sweeping and mopping kitchen floors including tasks allocated by Head Cook and Cooks
11. As required to assist with food service at the hospital ensuring patient meals are delivered and served to a high standard
12. Report any spillages/ accidents/ repairs or equipment failure to cook on duty
13. Attend training relevant to the post including mandatory training
14. Any other duties as required and requested By Head Cook/ Cooks

Special Conditions

- Potential exposure to residents/ clients with special needs and or mental health issues
- Working with vulnerable adults
- Potential exposure to equipment that could cause burns, scalds and cuts electrical failure
- Unsocial hours due to the requirement to work shifts including weekend work, and public holidays
- To participate in social events on site , where catering for large numbers this to include assisting cooks with cooking and providing buffets, party food and meals
- To support cook to provide food to other services , both inhouse and in the local community in the event of emergency situation

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	ii
Analysis and use of Information: Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information	i
Decision Making: Ability to act on own initiative and apply sound logic to simple decision making and problem solving.	i
Working with Others: Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	ii
Communication: Active listener and communicates clearly and effectively both orally and written	i
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
Dealing with Change: Flexible and adaptable to change	i
Continuous Improvement: Willing to learn and develop in job role	i
Managing Resources: N/A	i



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills Level 1 in Literacy and Numeracy or willing to work towards	E	√	
Food Handling Certificate or willing to work towards gaining the certificate	E	√	
Knowledge & Experience:			
Post holder will be working with sharp instruments and will need to become familiar with the portfolio's Health and Safety at Work Policy	E		√
Must have an understanding of food handling and safe storage	E		√
Experience in preparing and serving food	E	√	√
Experience in cleaning and general hygiene	E		√
Skills and Abilities:			
Good verbal communication skills	E		√
Good interpersonal skills	E		√
Polite, discreet and able to maintain confidentiality	E		√
Able to prioritise duties	E		√
Ability to empathise with older people	E		√
Other:			
Self-motivated	E		√
Good team player	E		√
Ability to apply objective judgement	E		√
Responsive to change	E		√
Attention to detail	E		√
Innovative and creative when preparing food	E		√
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√



PERSON SPECIFICATION

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.