



RENAISSANCE CARE

JOB DESCRIPTION

Job Title: Kitchen Assistant

Responsible to: Cook

Job Purpose: To assist in organising and controlling the efficient and economic production of quality food within the allowed budget, whilst maintaining high standards of cleanliness and hygiene.

Key Responsibilities

- To assist in the preparation, cooking and serving of meals.
- To work in such a manner as to comply with current COSHH, Health and Safety at Work Act and Environmental Health guidelines in force relative to this position.
- Ensure a high standard of cleanliness in the kitchen, serving and dining areas.

Main Duties

1. Kitchen

- To assist with basic food and beverage preparation.
- To serve food and beverages as directed.
- To set tables before meals and to clear tables after meals together with any necessary cleaning of the surrounding area.
- To put away stores as directed.
- To wash and store crockery, cutlery, kitchen utensils etc., and to report any shortages or breakages.
- To clean the kitchen area and equipment as directed and to remove rubbish.
- To observe all safety notices in relation to necessary hygiene as given in the initial training period as well as referring to previous experience.
- Assist and maintain the highest standard of hygiene and cleanliness already established.
- Have knowledge of the correct use of all kitchen equipment.
- Preparation of simple meals and beverages under the supervision of the Cook in charge.
- Have a due regard and respect for residents/ relatives requests for beverages out of scheduled meal times.
- Ensure the floor areas are clean and free of grease and spillages at all times and washed daily.
- Adherence to the agreed cleaning rotas and schedules.

2. Health and Safety

- To ensure that you work in a safe environment in accordance with the Health and Safety at Work Act.
- To assist in the maintenance of a safe and healthy working environment by understanding and ensuring adherence to company Health and Safety Policy and procedures including Fire.

- Have knowledge of the special fire precautions within the kitchen.
- To hold a Basic Food Hygiene Certificate.
- To practice and promote safe working practices within the home.
- To be fully aware comply with infection control policies and procedures, ensuring you use the appropriate hand hygiene technique and have adequate protective clothing such as gloves and aprons when required.
- To take responsibility for own Health and safety and that of others who may be affected by your acts or omissions.
- To report to the Manager or Maintenance person any faults, damaged furniture, faulty appliances, equipment or potential hazards.
- Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
- You will be expected to be vaccinated as a condition of employment. It also expected that you will undertake boosters vaccinations as appropriate.

3. General

- To promote and ensure the good reputation of the care home as well as the Company.
- To greet visitors in a friendly manner and be able to answer the telephone politely and correctly, bringing any messages to the attention of the Person in Charge.
- To wear an identification badge at all times.
- To wear the correct uniform and keep a tidy and smart appearance.
- Understand your duty to whistle blow if you witness bad practice or harm to a resident within the Home.
- To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties.
- To attend and participate in staff/ resident meetings and attend all mandatory training.
- To undertake ongoing learning and professional development as necessary, in order to maintain high standards in the quality of work, as outlined in the job description.
- To attend and participate in supervisions and appraisals.
- To communicate effectively with other staff, relatives and visitors and work in a collaborative way.
- To ensure that you are familiar with all the company's policies and procedures and understand your duty to comply and implement them when necessary.
- To observe high standards of personal and professional conduct.
- To undertake any other duties within the scope of this job description, at your normal place of work or at any of the company's homes.

The job description is intended to give the post holder an appreciation of the role envisaged and the range of duties that they may be reasonably expected to undertake, however it is not definitive and may be subject to change/ periodic review.

Please sign, print your name, and date below to indicate your acceptance of this job description.

Signature

Name:

Date: