

WEST OF ENGLAND FRIENDS HOUSING SOCIETY LIMITED

AVENUE HOUSE

Job Description

Job Title: Kitchen Assistant

Reports to: Cook

Line Management of: No other staff

Responsible for: No other staff

PURPOSE OF POSITION

1. To assist the Cook in meeting the nutritional and dietary needs of residents, which respects the choice of the individual and promotes health and well being.
2. Assist the Cook in preparing and serving meals for residents and staff and maintain the general cleanliness of the kitchen area in accordance with the Food Safety Manual.
3. To help maintain in the home the atmosphere and practice of care based on the Societies Quaker Values deriving from a concern for the individual and mutual respect between residents and staff.

PRINCIPAL RESPONSIBILITIES

1. Keep all areas of the kitchen clean, in accordance with work schedules.
2. Help the Cook in the food preparation, serving, washing up and storing crockery and utensils appropriately.
3. Dispose of all waste food hygienically.
4. Ensure adequate supplies of washing up and cleaning materials are kept for use in the kitchen.
5. Understand and adhere to Control of Substances Hazardous to Health regulations in accordance with the Health & Safety Manual.
6. Ensure the regular washing of all linen used in the kitchen.
7. Assist with the induction of new staff as in accordance with the Induction Policy.

8. Attend training and development sessions as appropriate including Moving & Handling training and Health & Safety Training as designated for the role. This may involve travelling to other locations.
9. Attend and participate in regular supervision and appraisal.
10. Attend and participate in staff meetings.
11. Respect residents' rights to privacy, dignity and choice.
12. Be aware of and adhere to the Societies Health & Safety Policy and the requirements of the Food Safety Manual.
13. Be aware of and adhere to the policies as contained in the Employment Policies and Procedures Manual.
14. Maintain a good level of personal hygiene and report illnesses immediately to the Cook or Home Manager.
15. There may be a requirement to travel to other locations for the purpose of meetings or training relevant to this post.
16. This is not a complete description of the duties and responsibilities of the post of Kitchen Assistant, and the post holder is expected to carry out other reasonable duties as required by the Line Manager.
17. It is a condition of employment that this post is subject to a satisfactory Advanced Criminal Records Disclosure.