

JOB DESCRIPTION**JOB TITLE:** Kitchen Assistant**REPORTS TO:** Scheme Manager / Nurse Manager**DEPARTMENT:** Housing with Care Services**DATE:** December 2022**REVIEW DATE:** December 2023**ROLE PURPOSE:**

To provide an efficient and effective service to all persons involved in the scheme. To provide kitchen support to the Cook in food preparation and domestic duties. To ensure that confidentiality is maintained in all issues relating to the Scheme and the association.

Key Area	Key Activities
<u>Cooking</u>	<ul style="list-style-type: none"> • To prepare and assist in providing meals as appropriate. • To assist in the preparation of food. • To prepare tables and trays ready for use. • To serve meals to our residents. • To assist in receiving food and stores from delivery persons.
<u>Housekeeping</u>	<ul style="list-style-type: none"> • To clear tables as necessary. • To undertake regular kitchen and dining room cleaning, this will include using industrial cleaning equipment.
<u>Health and Safety and Risk Management</u>	<ul style="list-style-type: none"> • To adhere to all Food Handling and Environmental Health Regulations. • To maintain the kitchen area to a high standard that adheres to Health and Safety Regulations and Environmental Health Regulations. • To report to the Manager or designated person any defective equipment • To be aware of statutory requirements particular to catering.
<u>Reporting and Communication</u>	<ul style="list-style-type: none"> • To report or any concerns raised by relatives or residents about food. • To liaise with other staff members about menus and dietary requirements. • To communicate effectively with all disciplines of staff. • To adhere to policies, procedures and guidelines as directed by Apex Housing Association.
<u>Miscellaneous</u>	<ul style="list-style-type: none"> • To show courtesy and willingness to help/assist all persons visiting the scheme. • In the absence of the <u>Cook In Charge, post holder must be able to Act Up</u> to cover the period of leave. • To undertake duties which may be deemed necessary relevant to your post. • Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work • No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.