**JOB DESCRIPTION**

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| **JOB TITLE:**  | Kitchen Assistant  |
| **REPORT TO:**  | Head Chef/Home Manager |
| ****JOB SUMMARY**** This job description is a statement of the core duties of the Kitchen Assistant, but it is not an exhaustive list. Sycamore Care Centre may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.The Kitchen Assistant will assist with food preparation and maintaining a clean environment facilitating the safe production of beverages and meals, ensuring a high quality and comprehensive service is delivered to Service Users.**Duties and Responsibilities** * To help prepare meals under the direction of the cook/chef.
* To load the dishwasher and/or wash-up kitchen pots/utensils by hand when required.
* To ensure all washed items are clean and dry before putting them away and ensure their proper storage.
* Setting and laying of tables where required.
* To carry out tea trolley rounds - serve coffee, tea and juices to residents where required.
* To keep the kitchen areas clean such as the floors, cookers, sink and wipe tabletops and chairs, using a damp cloth.
* Cleanliness of fridges and kitchen areas on designated units, ensuring fridge and cupboard stock is replenished and checked daily.
* To ensure all equipment used is well maintained and in good working order.
* To report any fault or defect with kitchen equipment and/or unsafe practices to the Cook in charge or Manager.
* Serving meals to Service Users at meal times and have awareness into specific individual dietary requirements.
* Understand the cleaning requirements of different surfaces and equipment and the properties of cleaning materials, to ensure the areas are well presented and maintained in good condition.
* To assist in ensuring a high level of health and safety, cleanliness and food hygiene and ensure that safe working practices are followed.
* Replenishes supply of clean linens, silverware, glassware, dishes in dining room and replace soiled table linens
* Preparation of food including vegetables, salads, omelettes and sandwiches.
* Help feed, prompt, encourage Service Users to complete their meals.
* To complete a correct recording of residents food and drink intake.
* To conform to the Home’s food hygiene policy and in particular, critical points/hazard analysis. Personal appearance must be of an acceptable level: uniform provided must be worn, hair covered and tied back. Safety shoes provided should be worn.

**Communication:*** Participating in Staff and Client meetings as required.
* Training and Development
* Maintaining and improving professional knowledge and competence.
* Attending mandatory training days/courses, on or off-site, as and when required and completing mandatory training via e-learning portal.

**Health & Safety:*** Ensuring statutory Health and Safety standards in the kitchen and dining areas.
* Ensure that the kitchen and serving areas are clean and maintain a high standard of infection control and adhere to the Food Standards Act 1999.
* Making certain that chemicals / kitchen equipment are used and stored correctly and safety procedures adhered to at all times.
* Assisting with the checking of equipment and food temperatures as directed.
* Ensuring all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen area (and, where appropriate, the dining areas) is carried out effectively.
* Reporting immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.
* Understanding and ensuring the implementation of the Home’s Health and Safety, Infection Control and Hygiene policies, and Emergency and Fire procedures.
* Reporting to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
* Promoting safe working practice in the Home.

**General:*** Contributing to the safeguarding of adults by ensuring you are aware of your role in relation to the Home’s Safeguarding Adult’s Policy, taking steps to protect Service Users from any form of abuse or neglect and use the appropriate reporting mechanisms to inform the Home’s Management of any concerns.
* Adhering to all new, and changes in Local and Central Government initiatives as and when they are implemented.
* Promoting a positive personal / professional profile within the local community, ensuring the good reputation of the Home at all times.
* Ensuring that all information of confidential nature gained in the course of duty is not divulged to third parties.
* Notifying the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
* Ensuring the security of the Home is maintained at all times.
* Adhering to all Company policies and procedures within the defined timescales.
* Ensuring all equipment is clean and well maintained.
* Carrying out any other tasks that may be reasonably assigned to you.

****Skills/Qualifications:***** CIEH Basic Food Hygiene Certificate
* Good communication skills
* Team player
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This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sycamore Care Centre reserves the right to amend this job description from time to time, according to business needs.