

Job Description

Kitchen Assistant

Accountable to: Chef/ Cook

Responsible for:

Below is an outline of your duties that you will be responsible for, these are not however exhaustive and there may be other comparable duties as directed by the management team. Working in a community may require you to work in alternative sites from time to time.

Tasks

- ⑩ Working along side the chef/ cook to ensure Service User satisfaction and high quality service
- ⑩ Ensuring the food preparation areas are clean and hygienic
- ⑩ Washing utensils and dishes and making sure they are stored appropriately
- ⑩ Sorting, storing and distributing ingredients
- ⑩ Washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare salads and desserts
- ⑩ Making of refreshments when required for them to be served by the waitress/ waiter and to serve in their absence
- ⑩ Disposing of rubbish
- ⑩ Organising linen laundry
- ⑩ Cleaning the food preparation equipment, floors and other kitchen tools or areas
- ⑩ To use the cleaning rota to make sure tasks are completed at the appropriate time and keep these up to date daily
- ⑩ Assist in stock taking and storage of stock, including checking deliveries
- ⑩ To implement the GSF programme within the home

Health and Safety

- To assist in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed. To report any problems to the chef/ Cook in Charge or Duty Manager including taking equipment out of action and placing notices on effected equipment.
- ⑩ To keep yourself and the other people in the community safe.
- ⑩ Maintain building security as instructed.

Training

- ⑩ To attend all training provided to you when requested.
- ⑩ To attend all staff meetings when requested.