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| **Kitchen Assistant** |  |

**Job Description**

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| **1. POST DETAILS** |
| Service Area: | Community Services |
| Division: | Day Centres |
| Post Number: | E0906 |
| Working Hours: | 20 |
| Grade: | 4 |
| Work Base:Agile/fixed/mobile: | Eileen Tozer and Woodham Day CentresFixed |
| Prepared/Agreed by: | Debbie Mooney |
| Date: | 24/12/2024 |

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| **2. ORGANISATIONAL RELATIONSHIPS** |
| Reports to: | Cook/Assistant Cook |
| Deputising Responsibility: | Deputises as Assistant Cook in the assistant cooks’ absence |
| Directly Supervises: | 0 |
| Indirectly Supervises: | 0 |

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| **3. JOB PURPOSE (What is the job trying to do?)** |
| * To provide support to the cook & assistant cook, including helping to prepare & serve meals as appropriate
* To clean the kitchen & equipment after use
* To deputise for the Assistant cook
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| **4. OBJECTIVES (What is the purpose of the job?)** |
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* Ensure agreed standards of safety & hygiene are always met in the kitchen
* Clean cooking equipment work surfaces and floors
* Wash towels whites and tablecloths
* Regularly clean fridges and chillers in the tea bar
* Assist in food preparation and serve meals as needed

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| **5. MAIN DUTIES OF THE POST** |
| * Ensure agreed standards of safety & hygiene are always met in the kitchen
* Clean cooking equipment work surfaces and floors
* Wash towels whites and tablecloths
* Regularly clean fridges and chillers in the tea bar
* Assist in food preparation and serve meals as needed
* *Work with and assist voluntary help*
* *Assist in the preparation of fresh food as required*
* *Ensure all equipment is switched off at the end of service*
* *Be available to undertake training as needed*
* *Be available to assist in another Centre Kitchen*
* *Assist in the provision of an Emergency Rest Centre in the event of a civil emergency*
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| *General**The above is a record of the main duties and responsibilities of this post at a given date. The job may naturally change to meet the requirements of the service. If the changes are more significant your manager will discuss this with you.* |

**Person Specification**

Please indicate whether the criteria are assessed against the application form, interview or assessment by using the letter indicated in the columns to the right.

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|  | Method of Assessment |
|  | Essential (E) or Desirable (D) | Application Form (AF) | Interview (I)/ Assessment (A) |
| **Knowledge**Basic literacy and numeracyBasic Food Hygiene  | ED | √√ | √ |
| Working in an environment related to older people | D | √ | √ |
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| **Skills and Experience** |  |  |  |
| Previous kitchen assistant experienceExperience working in hands on fast paced environmentPrevious experience of cleaning dutiesOrganised  | DDDE | **√****√****√****√** | √√ |
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| **Training and Qualifications**Basic Food Hygiene | D | **√** | **√** |
| First AidWilling to undertake training as appropriate  | DE | **√****√** | √ |
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| **Other Requirements**Physically fit for manual handling dutiesAbility to work under pressure | EE | **√** | **√** |