Isle of Anglesey County Council

Job Description / Person Specification

PART A

Job Title: Residential Care Home Kitchen Assistant

Post Number:

Service / Section: Provider Unit

Grade: Grade 1

Overall Job Purpose:

Together with the Cook, ensure that a high standard of food preparation is maintained and to implement the requirements as set out by the Environment Health Requirements for the home and current Food Safety legislation.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

Assist in the preparation, cooking and serving of meals

To be aware of the special diets that may be required

Under the direction of the Cook, assist with meals for the residents of the Care Home

To assist the cook with the baking of cakes for afternoon tea if necessary

To carry out general kitchen and dining room duties, such as setting up cleaning tables, washing up, serving meals etc

Ensure that the Kitchen and associated areas fully conform to the requirement as laid down under Health and safety at work legislation

Ensuring statutory Health and Safety standards in the kitchen and dining areas.
Washing up after meals. 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.

Assisting with the checking of equipment and food temperatures as directed.

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.

To attend and participate in staff meetings and attend all mandatory training when required

To attend supervision and appraisals ensuring that you have prepared for these when required

To communicate effectively with other staff, relatives and visitors including professional agencies regarding residents

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, any faulty appliances, damaged furniture, equipment or any potential hazard.

Participate in Client meetings as required.

To be familiar with all current policies and procedures and understand your duty to comply and implement them when necessary

To wear uniform provided with plain black trousers and flat sensible shoes at all times

To be aware of the residents' confidentiality at all times

To keep all records of domestic work completed after each shift in the appropriate book

Maintain a clean and hazard free kitchen and store cupboard environment, following COSHH standards.

Person Specification:	**Essential (E) Desirable (D)**
Education and Training **The minimum educational requirements/professional or vocational qualifications for the post:** 1.Basic Food Hygiene 2.NVQ Level II in Cooking or equivalent 3.GCSE's to include Cookery **Any specific training required for the post including Certification:** N/A	**Essential** **Essential** **Desirable**
Key Competence Requirements **Job related knowledge:** 1.Previous experience in Catering Environment **Specific skills critical for effective performance** : 1. Verbal communication skills 2. Ability to write reports and to compile imaginative menus	**Essential** **Essential**

3. Willingness to attend training 4. High standard of culinary skills 5 Ability to motivate and supervise the catering team 6. Knowledge of Health and Safety 7. Fluent in Welsh and English	**Essential** **Essential** **Essential** **Desirable** **Desirable** **Desirable**
Personal Attributes **Personal values and characteristics which should be demonstrated in performing the duties of the post:** 1. Neat, tidy and clean appearance 2. Ability to plan catering tasks methodically and achieve a high standard of service 3. Approachable and friendly manner 4. Flexible approach 5. Physically fit	 **Essential** **Essential** **Essential** **Essential** **Essential**
Personal Circumstances **Job demands which, if not met, could constrain effective performance in post:** N/A	

Position in the Organisation:	
Reports to:	**Care Home Manager / Assistant Manager**
Staff Supervised:	**0**

Working Arrangements and Conditions:	
Working Week:	As and when required
Identified Work Base:	Anglesey
Contracted Hours:	0

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐

Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
English Language Skills (Please see the skills framework attached)						
Listening (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Speaking (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee

Date of preparation of this job description document: July 2022