Isle of Anglesey County Council

Job description / Person specification

Part A

Job title: Residential Care Home Kitchen Assistant

Post number: xxxxx

Service / Section: Provider

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.*

In accordance with the Local Authority's Corporate Safeguarding Policy and the Social Care Wales Safeguarding Framework, this role requires the postholder to complete safeguarding training at the appropriate level. All employees must complete ***Group A*** *(mandatory e-learning). In addition, the post holder will need to ensure that they comply with the requirements of the below level of training in accordance to the Safeguarding Training Framework.*

Group B ☐
Group C ☐
Group D ☐
Group E ☐
Group F ☐

For guidance on above Safeguarding levels, visit: https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards

Main duties / responsibilities

Assist in the preparation, cooking and serving of meals

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

Education and training **The minimum educational requirements / Professional or vocational qualifications for this post:**	**Essential (E)** **Desirable (D)**
1. Basic Food Hygine	E
2. NVQ Level 2 in Cooking or equivalent	E
3. GCSE's to include cookery	D

Any specific training required for the post including certification:	**Essential (E)** **Desirable (D)**
1.	
2.	

Key competence requirements Job related knowledge:	Essential (E) Desirable (D)
1. Previous experience in Catering Environment	E

Specific skills:	Essential (E) Desirable (D)
1. Verbal communication skills	H
2. Ability to write reports and to compile imaginative menus	H
3. Willingness to attend training	H
4. High standard of culinary skills	H
5. Ability to motivate and supervise the catering team	D
6. Knowledge of Health and Safety	D
7. Fluent in Welsh and English	D

Personol Attributes:	Hanfodol (H) Dymunol (D)
1. Neat, tidy and clean appearance	H
2. Ability to plan catering tasks methodically and achieve a high standard of service	H
3. Approachable and friendly manner	H
4. Flexible approach	H
5. Physically fit	H

Personol Circumstances:	
Job demands which, if not met, could constrain effective performance in post	D/B

Position in the organisation

Reports to: Care Home Manager / Assistant Manager

Staff supervised: 0

Working arrangements and conditions

Working week: Any 5 days out of 7. Monday to Sunday

Identified work base: Anglesey - Garreglwyd

Contracted hours: 17.5

Language requirements

Welsh language skills (please see the skills framework attached)

Skill	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Listening (Tick one)	☐	☐	☐	☒	☐	☐
Reading (Tick one)	☐	☐	☐	☒	☐	☐
Speaking (Tick one)	☐	☐	☐	☒	☐	☐
Writing (Tick one)	☐	☐	☐	☒	☐	☐

English language skills (please see the skills framework attached)

Skill	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Listening (Tick one)	☐	☐	☐	☐	☐	☒
Reading (Tick one)	☐	☐	☐	☐	☐	☒
Speaking (Tick one)	☐	☐	☐	☐	☐	☒
Writing (Tick one)	☐	☐	☐	☐	☒	☐

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 post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: July2022

Part B

Part A and Part B need to be completed fully for job evaluation assessment

Further knowledge, skills and competencies required for job evaluation assessment (can also be assessed during interview):

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Financial resources

Level: N/A

Indicative value: N/A

Physical resources

Description	Value
Land and buildings – Number/area	£ N/A
Plant/Vehicles/Equipment – Number	£ N/A
Information systems – Number/volume	£ N/A

Delegation

N/A

Demands within the job

Element	Demands
Physical demands:	The work requires dexterity, coordination or sensory skills, where there is some demand for precision in the use of these skills
Mental demands:	The job requires general awareness and sensory attention with some work related pressure, for example from deadlines, interruptions or conflicting demands on the jobholder.
Emotional demands:	The job involves contacts with, or work for, people, which through their circumstances or behaviour occasionally place emotional demands on the jobholder.

Normal work location

- ☒ Normally office based
- ☐ Office based but with some site/home/meeting visits
- ☐ Role involves substantial travelling with occasional visits to identified work base

Business travel

- ☐ No business travel
- ☒ Some business travel. Postholder may be called upon to provide own vehicle
- ☐ Some business travel. Council vehicle may be provided to postholder
- ☐ Postholder employed as driver/required to operate specialist machinery

Exposure to disagreeable working conditions

Environmental:

- ☐ Minimal/Normal office environment
- ☒ Some
- ☐ Significant

Aggressive/Difficult clients:

- ☐ Minimal
- ☒ Some
- ☐ Significant

Other conditions

DBS check required:

- ☒ Enhanced
- ☐ Standard
- ☐ Basic
- ☐ Not applicable

Work flexibilities/Restrictions

Politically restricted post:

- ☐ Yes
- ☒ No

Home/Mobile phone provided:

- ☐ Yes
- ☒ No

Protective clothing provided:

- ☒ Yes
- ☐ No

Language skills – Workplace assessment levels

(i) Listening

Level	Definition
0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

Level	Definition
0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

Level	Definition
0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing

Level	Definition
0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision