






















JOB DESCRIPTION AND PERSON SPECIFICATIONS FOR *KITCHEN ASSISTANT*

VERSION No	3	
REVIEWED BY	Manager (MP)	
NUMBER OF PAGES	3	

JOB TITLE	Kitchen Assistant
RESPONSIBLE TO / REPORTS TO	Chef / Deputy Manager / Nurse in Charge
ACCOUNTABLE TO	Registered Manager
LOCATION	Bendigo Nursing Home
HOURS OF WORK	<ul style="list-style-type: none">  Saturdays, Sundays, Wednesday or any other day of the week for deep cleaning (from 09:00 to 17:00) and Monday to Friday to cover annual leave  09:00 to 19:00 (including breaks)  must be available to work the first Saturday of July (of each year) for the home's open day, Christmas Day, etc.
JOB PURPOSE / OBJECTIVE	<ul style="list-style-type: none">  Food, including pureed meals, must be presented in a manner which is attractive, appealing and appetising in terms of texture, flavour and appearance, in order to maintain appetite and nutrition.  responsible for food production, presentation / service and record management and compliance with quality and safety standards  To work closely with residents / representatives, other staff and visiting professionals such as SALT, dieticians, to ensure peoples' needs and preferences are met, including: <ul style="list-style-type: none">  To cater for special diets such as vegetarian, vegan, gluten free, people with diabetes, etc.  Various cultures and religions  Mashed, pureed diets  Fortified meals  To work as a member of a team  To ensure Food Safety Standards are maintained at 5***** stars  To have good time management  To support the chefs  To wash, peel and prepare food items  To use a variety of kitchen equipment such as mixers, special knives and cutters  To sort and sort deliveries appropriately  To organise the storeroom  To wash kitchen appliances, work surfaces, floors and walls  To be willing to acquire relevant new skills and knowledge

Main Duties and Responsibilities

1. To wash, peel and prepare food items
2. Ensure meals are of a high quality, content and appetizingly presented, and that food safety guidelines are followed at all times
3. Liaise with Nursing Staff to ensure that residents' dietary needs are being met at all times.
4. Ensure that the trays are laid correctly.
5. Ensure that all appropriate records are completed in accordance with Environmental Health, and the Regulation and Quality Improvement Authority Guidelines.
6. Ensure confidentiality is maintained at all times.
7. Adhere to all Policies and Procedures of the Home relevant to the job description.
8. Attend all mandatory training and refresher courses provided by the Home.
9. Acquire new skills and knowledge in the preparation of food and cooking
10. Report all complaints to the Home Manager / Deputy Manager and assist with investigations when required.
11. Be flexible and take instructions from residents and staff.

Health and Safety

1. Ensure that the personal hygiene is of the highest standard and in compliance with Infection Prevention and Control (IPC).
2. Ensure that all areas of the kitchen including storage areas are kept meticulously clean and tidy.
3. Ensure that food is stored and cooked in accordance with Environmental Health Regulations.
4. Use and clean all equipment in accordance with manufacturer guidelines.
5. Maintain a safe environment.
6. Report all accidents to the Home Manager / Deputy Manager / Nurse in charge
7. Adhere to the Fire Safety Policy, COSHH Regulations and all other Health and Safety Guidelines.
8. Ensure all stock ordered is consistent with planned menus that reflect choice and preference
9. Carry out temperature controls and HACCP documentation according to current Food Hygiene regulations
10. Report immediately any faults with equipment to the Facilities Manager / Home Manager / Deputy Manager / Nurse in charge.
11. Making sure that chemicals / kitchen equipment are used and stored correctly and safety procedures adhered to at all times.
12. Ensuring all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen area is carried out effectively.
13. Reporting immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
14. Understanding and ensuring the implementation of the Home's Health and Safety, Infection Control and Hygiene policies, and Emergency and Fire procedures.

Administrative and other relevant Responsibilities:

1. Participate in staff meetings and in staff training where applicable
2. Excellent verbal and written communication skills
3. Committed to providing a high quality service
4. Responsive to resident's individual dietary and cultural needs
5. Willing to attend such training sessions that are deemed necessary by line management.
6. Appropriate aptitude towards continuous learning and development Knowledge / Qualifications
7. Food Hygiene Certified – Level 1 as a minimum.
8. Willing to work towards Intermediate Food Hygiene qualifications
9. Understanding and commitment to Equal Opportunities
10. Knowledge of cleaning procedures
11. An Enhanced CRB Disclosure is required for this position
12. Ensuring stock rotation.
13. Observe and maintain effective communication within the teams of staff, individual colleagues and residents.
14. Maintain client and business confidentiality at all times.

15. To carry out any additional duties as requested.

This job description is a subject to periodic review and amendment in consultation with the post-holder in the light of changing circumstances (i.e. legislation, guidance, best practice, residents' needs etc.).

The above list is not exhaustive