



JOB DESCRIPTION

Job Title	Dining and Kitchen Assistant
Responsible To	Head Chef

Purpose of Position

Under the direction of the Chef and Head Chef to assist with meals for the residents.

Together with the Chef to ensure that a high standard of food preparation is maintained and to implement the requirements as set out by the Environment Health and Local Authority for the Home and Food Safety Act 1990.

To ensure that the kitchen and associated areas fully conform to the requirements as laid down under the Health and Safety at Work legislation.

To ensure that the dining areas are kept clean and tidy, to assist in the serving and delivery of residents meals and to assist them as necessary.

To ensure that daily records are kept of residents visits to the various dining areas and their food intake.

WORKING RELATIONSHIPS

Internal

To have a commitment to multidisciplinary team working and therefore the working relationship will be with ALL member of the Home's team and its residents.

External

Liaison with outside agencies, volunteers, relatives and carers of the residents.

Principal Responsibilities

- To ensure that a good standard of hygiene and cleanliness be maintained throughout the kitchen and dining room, as set down by the Health and Hygiene Authorities and the Management of the Home.

- To ensure all equipment used is well maintained and in good working order and to report any defects to the Chef as required.
- Under the direction of the Chef to assist in kitchen tasks connected with the preparation, cooking and presentation of meals and beverages whilst ensuring the highest quality as required by the residents and Management of the Home.
- To be responsible for the preparation and cooking of light supper meals for residents.
- To carry out general kitchen and dining room duties, such as setting tables, washing up, serving meals etc.
- To conform to the Home's food hygiene policy and in particular, critical points/hazard analysis. Personal appearance must be of an acceptable level: uniform provided must be worn, hair covered and tied back. Sensible enclosed non-slip shoes to be worn.
- To ensure that the storage of all cleaning materials conforms to the Home's COSHH policy.
- To participate in staff meetings and in staff training where applicable.
- To report and record in the appropriate manner any information considered to be important.
- Any other duties which the post holder might reasonably be expected to perform.
- To understand the philosophy of the organisation and in conjunction with all staff groups ensure and promote a homely atmosphere where residents choice, rights, freedom, and dignity are preserved.
- To be responsible for the cleaning of the dining and associated areas.
- To ensure the cleaning programmes meet control of infection guidelines.
- To ensure that wastage is kept to a minimum and assist the Head Chef in the monitoring of the allocated budget.
- To ensure that tablecloths/napkins are always available and that these are sent for laundering on a daily basis.
- To record the food intake of each resident on a daily basis and advise the Nursing staff if a resident has not presented for a meal.
- To assist residents with the cutting of food if required.
- To ensure that water / juice is always available on tables.

- To assist in the development of a quality control system to ensure standards of cleanliness within the dining areas are being monitored.
- To assist in the distribution of provisions to the Pantry's in each unit
- To adhere to the company's Policies and Procedures.

NOTE: The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.

CONFIDENTIALITY: During the course of your duties you may have access to see or hear information of a confidential nature and you are required to undertake not to disclose any such information to any unauthorised persons.

Qualifications and Experience

No formal qualifications are required for this post.

Working Conditions

A flexible 30 hour week will be worked to meet the needs of the home this will include some weekends and bank holidays. (Part time/job share hours available)

This is a developing post and this job description content will be reviewed after three months and in consultation with the postholder and amended as necessary.