

### Kitchen Assistant

Are you looking for an opportunity to really make a difference to people's lives? We are looking for a dynamic individual who really does care and has a flair in a catering environment. Your role will include general kitchen duties, preparing food alongside the Cook/Assistant Cook and food service to our residents. You will be a key part of our mealtime experience.

<b>Location:</b>	Based at Stichell House, Greatham, Hartlepool
<b>Hours:</b>	Part-time hours available on a rota basis (Monday – Sundays, including Bank Holidays). Shifts available 09:00 – 13:00 and 14:00 – 17:00
<b>Responsible to:</b>	Cook/ Assistant Cook
<b>Job Purpose:</b>	To assist with the preparation and serving of a variety of nutritionally balanced meals
<b>Salary:</b>	£12.25 per hour

The kitchen Assistant is part of the care team.

#### Key responsibilities and duties

##### Food preparation

- Assisting the Cook/ Assistant Cook with preparing, cooking, and serving meals

##### Cleaning

- Maintaining high standards of cleanliness and hygiene in the kitchen, dining areas, and equipment
- To ensure kitchen equipment and crockery is kept clean and ready for use, this will involve operating the dishwasher

##### Health and safety

- Ensuring statutory health and safety standards are met, and being familiar with fire safety procedures
- To ensure observance of safe working procedures and safety regulations and to remove from use and report to Cook or Manager any equipment found to be faulty

##### Inventory

- Reviewing kitchen inventory, unloading supplies, and organizing the stockroom

##### Food stock

- Checking sell-by dates and rotating food stock

- To ensure wastage is kept to a minimum

### **Resident needs**

- To ensure tables are attractively set with all the appropriate crockery and utensils
- Considering residents' religious and cultural backgrounds, and preparing meals to meet individual medical needs

### **Communication**

- Interacting with residents in a person-centred way, promoting respect and dignity

### **Learning and reflection**

- Commit to learning and developing yourself in your work.
- Be self-aware and regularly reflect on the work you do, how you do it and the impact you have on the those being supported.
- Be honest and transparent and not afraid to say when you have done something wrong.
- Seek, reflect and learn from feedback from colleagues, residents and their families.
- Know your own limits and know when to seek support and advice.
- To be open to learning from others and willing to share knowledge and best practice.

### **Organisational duties:**

- To accept regular supervisions.
- Attend all monthly staff meetings and other events as requested.
- To attend in-house training and mandatory training.
- To complete relevant qualifications as requested by the employer.
- To promote The Greatham Foundation as an excellent provider of care services.
- To maintain and create good and professional relationships with families and loved ones.

### **Other**

- To always maintain the highest standards of organisational and customer confidentiality
- To demonstrate a commitment towards your own continuous personal development
- To implement The Greatham Foundation policies on Health and Safety, Data Protection and Equal Opportunities always
- To undertake any other duties and responsibilities as may be reasonably required within the scope of the post

## Kitchen Assistant

Factor	Essential	Desirable
<b>Qualifications</b>		Food and Hygiene qualifications  Additional professional qualifications
<b>Experience</b>	Experience of working with older people in a catering setting  Experience of day-to-day duties required to meet the delivery of our service	An understanding of The Greatham Foundation's mission, vision and values and service portfolio  Good understanding of the regulatory responsibilities and the law relating to care services
<b>Knowledge/ Skills/Abilities</b>	Understanding of the dietary needs of people who live in the home  Understanding of systems to maintain confidentiality in relation to residents, staff and the business  Kind, caring and compassionate towards people in need of care and support  Respect for people suffering from a range of medical conditions with different backgrounds and beliefs to your own.  Strong commitment to non-discriminatory care practice  Ability to follow regular work schedules as determined by Senior staff  Commitment to respecting the rights of customers at all times and to promoting their privacy, dignity and independence  Ability to show initiative but maintain focus on the tasks assigned to you	
<b>Other (eg attitude, interests etc.)</b>	Team Worker with flexible attitude to duties and hours of work  Enhanced Disclosure from the Disclosure	

	<p>and Barring Service</p> <p>Clean and smart appearance</p> <p>Committed, enthusiastic, reliable</p> <p>Excellent time keeper and reliable</p> <p>Open minded and non-judgmental</p> <p>Willing to undertake further training relevant to the post</p>	
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