



JOB DESCRIPTION

Position: KITCHEN ASSISTANT

Responsible to: Hospitality Manager/Head Chef

Objectives: To assist in the preparation and presentation of food and beverages.
To maintain the cleanliness of the kitchen to the required standard.
To wash crockery, cutlery, pots and pans by hand or machine, as and when required.

Person Specification:

Essential: Genuine interest in working within a caring environment
Ability to communicate effectively at all levels.
Team Player
Willingness to participate in vocational training programmes
Satisfactory police check and check against the POVA list (where applicable)
Experience of kitchen work
Basic understanding of the Health and Safety at Work Act

Desirable: Relevant Vocational Qualification (achieved or working towards)

Main Duties and Responsibilities

1. To complete the homes induction procedure.
 2. To be aware of the appropriate COSHH regulations regarding the use of various cleaning fluids within the Home.
 3. To work as part of a team and to be responsible for carrying out kitchen/cleaning rosters as required in a methodical and timely manner.
 4. To be aware and comply with all working practices currently operated within the Home.
 5. To maintain cleanliness of the kitchen and associated areas to the required standard.
 6. To be aware of the Homes Fire Procedures, equipment and exits, and to attend fire lectures when required.
 7. To ensure your physical and personal appearance and uniform enhances the image of the Home, and to develop a supporting working relationship with colleagues.
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8. To report immediately, any complaints from residents and relatives to the person in charge.
9. To report any accidents to residents or staff to the person in charge.
10. To report any breakages or malfunctioning equipment to the person in charge.
11. To report any injuries or illnesses immediately to the person in charge for health & safety requirements.
12. To undertake any training necessary for the completion of your duties.
13. To attend staff and other meetings as appropriate.
14. To undertake any other duties as and when required.
15. To abide by all company Policies and Procedures in accordance with the Staff Handbook and Policy and Procedure File.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sanders Senior Living reserves the right to amend this Job Description from time to time, according to changing business needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with Sanders Senior Living the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name and date below to indicate your acceptance of this Job Description.

Signature.....

Name.....

Date.....

