

Prospect Private Nursing Home

Job Description

Kitchen Assistant

Job Title: Kitchen Assistant

Qualifications: There are no statutory qualifications for this post but a Basic Food Hygiene Certificate and appropriate NVQ Level 2 is desirable

Accountable to: Kitchen Manager, Nurse Manager.

Reports: Kitchen Manager, Nurse Manager.

Job Purpose: To assist with the preparation of meals and snacks for residents within guidelines laid down by the Kitchen Manager and Nurse Manager.

To maintain a high standard of cleanliness in designated areas.

Professional responsibilities:

- Carry out any general dining room duties i.e. laying, waiting at and clearing tables, involving and encouraging residents if they so wish.
- Complete menu choices with Residents
- Transport of meals to dining room, lounges, bedrooms and other eating locations as required.
- Washing up of all items used in the kitchen area and maintaining cooking and storage areas in a clean and tidy state in line with cleaning schedules.
- Simple preparation/cooking of food as required by the Chef / Kitchen Manager.
- Commitment to food hygiene standards.
- Have ability to work on own initiative and prioritise work schedules.
- Possess good communication skills and be able to work as part of a team and to promote harmonious working relationships.

General Requirements:

The Kitchen Assistant will be accountable to the Home Manager. An aptitude for liking of older people and the ability to relate to them in a sensitive manner is essential.

To be aware and familiar with the home's policies relating to:

- COSHH control of Substances Hazardous to Health
- Health and Safety
- Infection Control
- Moving and Handling
- Fire Safety
- Food Hygiene
- Protection of Vulnerable Adults

Also the Kitchen Assistant will:

- Ensure the economic use of all supplies and equipment. Maintaining all these resources in a satisfactory condition and reporting any faults/breakages
- Complete inventory counts as required.
- Complete and maintain relevant paperwork
- Reports all accidents, complaints and defects in equipment to the Nurse Manager
- Ensures the safe keeping of patient's belongings and valuable in accordance with the Home policy

In addition to the above responsibilities, there are some general requirements that apply to all jobs in the Nursing Home.

- Participation in staff meetings
- Participation in training activities
- Participation in quality assurance systems

The above Job Description outlines the main tasks required to perform the role. The job holder will be expected to take a flexible approach to undertake the work of the Nursing Home and will be required to carry out any other duties as reasonably required by the Nurse Manager. The Job Description will be reviewed on an ongoing basis in accordance with the changing needs of the role and the Nursing Home.

(Reviewed March 2020)