

PROSPECT PRIVATE NURSING HOME
PERSONNEL SPECIFICATION
Kitchen Assistant

CRITERIA	ESSENTIAL	DESIRABLE
<u>Education/Qualifications:</u>	No formal qualifications. Must be able to demonstrate literacy and numeracy skills	NVQ 2 Catering & Hospitality Educated to GCSE standard in Literacy or Numeracy or equivalent
<u>Physical Requirements:</u>	Neat and tidy appearance	Non smoker
<u>Experience:</u>	Able to clean and maintain a safe environment	Previous experience working in a food environment Experience of catering in a care environment
<u>Knowledge and Skills:</u>	Knowledge of Food Hygiene Good verbal and written communication skills Good customer service attitude Good Interpersonal skills Ability to use own initiative Continued...	Basic Food Hygiene Certificate

	<p>Self motivating</p> <p>Trustworthy and an understanding of confidentiality</p>	
<u>Personal Attributes:</u>	<p>Ability to work as part of a team</p> <p>Ability to work under pressure</p> <p>Approachable, friendly, caring and personable</p>	A desire to work with the Elderly
<u>Other Requirements:</u>	<p>Good attendance and Timekeeping record</p> <p>Flexible approach to working hours</p>	Stable work record

<u>Date personnel specification last reviewed:</u>	March 2020
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<u>Signed:</u>	<u>Position:</u>	<u>Date:</u>
	Nurse Manager	March 2020