

Job Title: Kitchen Assistant	Role Profile Number: SO3236
Grade: J	Date Prepared: April 2014
Directorate/Group: Promoting Independence	Reporting to: Catering Manager
Structure Chart attached:	No

Our Core values are:-

- Supporting people to make the most of their lives.
- Being passionate about people.
- Working together as one.
- Valuing individuals and communities.
- Inspiring ourselves and others.

Role Overview

The Kitchen Assistant will support Chefs and the Catering Manager to ensure the highest quality catering is produced. The role will contribute to the support the training of disabled people on the Training for Employment Programme to learn kitchen assistant skills.

Role Purpose:

The Kitchen Assistant will be responsible for the cleaning service within the kitchen area and assisting with some food preparation.

Role Accountabilities:

1. To clean all areas within the kitchen and dining area, by using appropriate cleaning equipment.
2. To assist with basic food preparation, check food is received and served at legal temperatures where appropriate.
3. To ensure that equipment used is safe and in accordance with COSHH, Health and Hygiene Regulations and to report any defects with machinery and equipment reported to the management team.
4. To ensure that equipment used is safely stored and cleaning materials used is clearly labelled of its content
5. Clean kitchen and equipment, e.g. refrigerator, slicing machines, deep-freeze etc.
6. Wash-up cutlery, crockery and cooking utensils.
7. To take responsibility of their own health and safety. To wear protective clothing in accordance with COSHH, Health and Hygiene Regulations.

8. Maintain a professional manner with customers and communicate well with disabled people, including people with learning disabilities, on training for employment programme, respecting their rights to choices, dignity, privacy and confidentiality at all times.
9. To work within a seven-day rota and to work flexible hours.
10. To undertake lone working on a regular basis.
11. To work on own initiative and where necessary undertake driving duties.

Supplementary accountabilities

1. To participate in staff meetings/briefings
2. To attend training courses to improve and broaden knowledge and skills base to keep up to date with current issues.
3. Participate in staff supervision and appraisal
4. Participate in quality assurance systems.
5. All duties carried out comply with SBC Policies and Procedures

Knowledge and Experience

Experience of cleaning tasks and materials to be used.
Have an understanding of customers and their needs

Decision Making

To be able to work on own initiative
To acknowledge team responsibilities and targets

Statutory and or Qualifications required for this post

Basic Food Hygiene Certificate
Valid driving licence

Contacts and Relationships

Colleagues
Service users
Customers
Trainees
Suppliers
External agencies

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

- The post holder will need a flexible approach and may be asked to work at different sites or change working hours with notice or get involved in different off site catering activities.
- The post holder will have SBC values that disabled people have a right to work and will make every effort to support them learning new work skills

Board Director	
Signature:	Date

General Information

Equality & Diversity

SBC is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the organisation.

Health & Safety

SBC recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the SBC shall be conducted so as to ensure that patients, their relatives, contractors, voluntary workers, visitors and members of the public having access to SBC premises and the facilities are not exposed to risk to their health and safety.

Appraisal and Personal Development

SBC is committed to lifelong learning for all staff and has put in place an appraisal and development infrastructure.

Information Governance

It is a contractual requirement for the post holder to ensure that as a minimum they acquire the necessary skills to implement good practice in all matters relating to information governance and in particular data which can be attributed to an individual.

The post holder must adhere to SBC information governance policies and procedures including the Data Protection Act, Records Management, and any other applicable policies and regulations.

Records Management

The post holder has a responsibility to adhere to the standards defined within SBC policies in the creation, use, closure, retention, and disposal of records. The types of record held may consist of patient or staff records, administrative records, photographs, microfiche, audio and tapes, e-mails, electronic and scanned records and text messages.

Data Quality

SBC is committed to producing relevant and reliable data and information to support decision making, manage performance and provide evidence to demonstrate compliance with CQC standards. The post holder is responsible for ensuring any data and information recorded by the individual complies with any guidance or policies.

Partnership Working

SBC is committed to partnership working and staff involvement, underpinned by the values of openness, trust, staff involvement, development, diversity at work, commitment to modernisation and delivering the highest standards of performance.