

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

- 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

- To clean all areas within the kitchen and dining area, by using appropriate cleaning equipment.
- To assist with basic food preparation, check food is received and served at legal temperatures where appropriate.
- 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.
- To ensure that equipment used is safely stored and cleaning materials used is clearly labelled of its content.
- Clean kitchen and equipment, e.g. refrigerator, slicing machines, deep-freeze, etc.
- Wash-up cutlery, crockery and cooking utensils.
- To take responsibility of their own health and safety. To wear protective clothing in accordance with

COSHH, Health and Hygiene Regulations.

- 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.
- To work within a seven-day rota and to work flexible hours.
- To undertake lone working on a regular basis.
- To work on own initiative and where necessary undertake driving duties.

Supplementary accountabilities

- To participate in staff meetings/briefings.
- To attend training courses to improve and broaden knowledge and skills base to keep up to date with current issues.
- Participate in staff supervision and appraisal.
- Participate in quality assurance systems.
- 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

Contacts and Relationships

- Colleagues
- Service users
- Customers
- Trainees
- Suppliers
- External agencies

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