



Job Description

Kitchen Assistant

Washington Manor, Washington



St Martins Care

Homely, Compassionate Care

Washington Manor

Hollin Hill Road, Concord, Washington, NE37 2DP.

Tel 0191 419 3081 / 0191 467 0015 Email washington.manor@smcgroup.co.uk www.smcgroup.co.uk



Job Description

Kitchen Assistant

Main Purpose

To assist in organising and controlling the efficient and economic production of quality food within the allowed budget, whilst maintaining high standards of cleanliness and hygiene.

Main Duties

1. Assist in the preparation, cooking and serving of meals.
2. Maintain and improve professional knowledge and competence.
3. Ensure all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen area (and, where appropriate, the dining areas) is carried out effectively
4. Ensure that all morning and afternoon tea trolleys are prepared for the care staff to take at the appropriate times, cleared away and wiped down accordingly for their next use.
5. Ensure statutory Health and Safety standards in the kitchen and dining areas.
6. Report immediately to the Cook, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
7. Understand, and ensure the implementation of, the Home/Care Centre's Health and Safety policy, and Emergency and Fire procedures.
8. Report to the Cook, or the Handyman, any faulty appliances, damaged furniture, equipment or any potential hazard.
9. Promote safe working practice in the Home/Care Centre.
10. Promote and ensure the good reputation of the Home/Care Centre.
11. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
12. Notify the Cook, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
13. Ensure the security of the Home/Care Centre is maintained at all times.
14. Adhere to all Company policies and procedures within the defined timescales.
15. Participate in Staff and resident meetings as required
16. Attend all mandatory training days/courses, on or off site, as and when required.
17. Ensure all equipment is clean and well maintained.
18. Promote safe working practice in the Home/Care Centre.
19. Promote and ensure the good reputation of the Home/Care Centre.
20. Carry out any other tasks that may be reasonably assigned to you.

Job Description - Kitchen Assistant

This list is not exhaustive and only outlines main duties; the Home Manager / General Manager may request other reasonable duties.

This document will be reviewed annually at the time of performance review.

I acknowledge the receipt of the above job description.

Name _____ Signature _____

Date _____

Once signed, kindly return to the administration department for filing and photocopying.
One copy will be retained in your personnel file and the other is for your personal reference.



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