



Job Description

Job Title: Kitchen Assistant

Hours: TBC

Reporting to: Head Chef

Base: Care Home based

Job Purpose

To be part of an inspirational and pioneering team establishing our care home business and delivering our vision to *“create a world where everyone feels special”*.

Responsible for: -	Person Specification
<ol style="list-style-type: none"> 1. Support the Head Chef, Sous Chef, Pastry Chef, and other catering staff to manage and deliver all catering services throughout the home, ensuring that resident choice, dignity, confidentiality, and safety are maintained. 2. Prepare nutritional food and beverages to a high standard, as directed by the Head Chef, promptly and in accordance with agreed mealtimes. 3. Have an understanding of the Dementia Dining Experience requirements and prepare meals in accordance with it. 4. Maintain a high standard of hygiene and cleanliness in the kitchen and food storage areas at all times in accordance with the appropriate food hygiene regulations. 5. Prepare special diet meals as needed and as directed by the Head Chef. 6. Provide feedback to the Chef on complaints from residents or others on the functioning of the Catering Department. Address complaints promptly where possible and report them to the Head Chef. 7. Support cost-effective stock control systems to minimise waste and ensure these are in place. 	<p>Skills and Knowledge</p> <ul style="list-style-type: none"> • Able to take direction from a number of chefs and management. • Previous experience working in a Kitchen environment. <p>Behaviour</p> <ul style="list-style-type: none"> • Team player, self-motivated, flexible, and adaptable • Ability to communicate effectively verbally and in writing and manage personal relationships.

8. Participate in events held at the Principle Care home.
9. Attend initial and update mandatory training as required. Actively engage in personal professional supervision including quarterly one-to-one meetings and a yearly performance review, ensuring personal professional knowledge and competency is maintained.
10. Work flexibly within contracted hours to ensure resources are used efficiently and, where chosen, sign an opt-out clause under Working Time Directives.

Health and Safety

1. The post-holder will maintain their personal responsibilities under Health and Safety at Work Regulations, and compliance with the company Health and Safety Policy, ensuring safe working practices and the recommended storage of equipment, including but not exclusive to:
 Control of Substances Hazardous to Health, Electricity at Work Lift & Lifting Equipment
 Manual/Object Handling
 Gas Installation & Use
 Provision and Use of Work Equipment
 Fire Precautions
 Personal Protective Equipment
 Legionella/Water Treatment
 Waste Management
 Reporting of Injuries, Diseases & Dangerous Occurrences Regulations.
2. Appraise and assess measures used to prevent infection control hazards, considering the individual nursing, social, physical, and psychological needs of the resident.
3. Follow and report all concerns and incidents in line with the company incident reporting and whistleblowing procedure, including safeguarding adult's procedures.

This job description is not prescriptive; it merely outlines the primary aims and tasks and responsibilities which may evolve and change over time. Any changes will be made in consultation with the job holder and in agreement with the Senior Management Team.