

Job description-Kitchen Assistant

Job title	Kitchen Assistant -Care Home
Reports to	Manager (deputy manager in manager's absence) Cook
Accountable to:	Manager and nominated individual
Location	Sapphire Court Residential Care Home 66-68 Cold Bath Road Harrogate HG2 0HW
Qualifications, skills and experience	<p>DBS This position is subject to an enhanced DBS</p> <p>Qualifications Secondary education qualifications desirable Qualifications relating to catering desirable Qualifications relating to food safety and food hygiene desirable</p> <p>Skills To have a genuine interest and respect for older people Ability to perform preparation/cooking of food as delegated by cook/management/care staff Ability to learn and adhere to food safety and hygiene protocols Cleaning kitchen areas to maintain excellent food hygiene and cleanliness Ability to work as part of a team Effective verbal communication skills with residents/staff and visitors</p> <p>Experience Experience of working as a kitchen assistant is desirable Care home experience is desirable</p>
Summary of role	<p>To assist cook in the preparation of nutritional, appetising and well-presented meals for care home residents and staff.</p> <p>To assist cook in the day to day running of the kitchen and ensuring compliance with all health and safety and food hygiene requirements.</p>
Key duties/responsibilities	<p>General duties/responsibilities</p> <ul style="list-style-type: none"> • To maintain and promote the home's mission statement and values • To promote our ethos of a caring, comfortable, safe and happy home • To ensure that residents are always treated with dignity and respect • To have some understanding of person-centred care and be mindful of our duty to respect residents' individual needs/choices



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	<ul style="list-style-type: none">• To communicate effectively with residents, staff and visitors• To adhere to all home policies/procedures• To respect diversity and work in an inclusive way• To contribute to the team effort and to maintain a positive working culture in the home <p>Assistance with preparing and cooking meals/snacks</p> <ul style="list-style-type: none">• To assist cook in the preparation of meals and snacks for residents and staff, ensuring that all meals/snacks are always well presented• To assist cook in preparing/cooking at least three meals per day (breakfast, lunch and tea) and one of these meals (not including breakfast which always offers a cooked option) to be a hot meal• To assist cook in preparing snacks for residents when requested• To assist cook in the planning/preparation of additional catering when the home holds open events throughout the year (at such events additional staff support will be provided)• To assist cook and care staff by providing ingredients when residents are involved in cooking/baking activities• To perform delegated tasks as instructed by the cook/manager/deputy manager/dining experience lead to promote high standards of food service <p>Assistance with food/drink stock and supply</p> <ul style="list-style-type: none">• To assist cook in undertaking simple stock control/rotating stock and restocking pantry/fridge/freezer <p>Food safety and hygiene</p> <ul style="list-style-type: none">• To adhere to all food safety and hygiene policies/protocols/regulations and H.A.C.C.P• To adhere to all infection prevention and control policies• To ensure your own personal hygiene and cleanliness is of the highest standard and uniform/PPE is worn as per policy• To be aware of which individuals have food intolerances/allergies and assist cook in the preparation, cooking and serving of meals/snacks/drinks taking into account any allergies/intolerances• To assist cook in the preparation of meals of a modified consistency diet and/or fortified meals• Assisting cook in properly storing food items at appropriate temperatures• To undertake cleaning of the kitchen areas following meal preparation and at the end of each shift to maintain effective hygiene and cleanliness of the kitchen/storerooms/appliances etc• To assist cook in maintaining daily records of, for example, kitchen schedules, food temperature charts etc
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	<p>Health and safety</p> <ul style="list-style-type: none"> • To take reasonable care of the health and safety of yourself and all other persons who may be affected by your acts or omissions at work • To assist cook in ensuring the security of the kitchen and storerooms is maintained at all times to provide a safe working environment • To report any concerns regarding, for example, food supply, food safety/hygiene, faults, accidents, incidents, complaints or any other matter of concern in a timely manner to the cook and/or manager/deputy manager/most senior person on duty • To understand your duty to whistleblow if you witness bad practice/harm to a resident etc in the home <p>Confidentiality</p> <ul style="list-style-type: none"> • To ensure confidentiality of resident information and information relating to the home is not divulged to third parties in line with the home's policy/procedures and in line with GDPR requirements
Supervisory responsibility	None
Training, supervision and appraisal	<ul style="list-style-type: none"> • To complete all mandatory and additional training (training may be online and/or you may be requested to attend in person) in a timely manner • To follow an induction programme and to work under supervision until adjudged competent to work unsupervised by the manager • To attend and participate in alternate monthly supervision with manager/deputy manager • To attend and participate in annual appraisal with manager/deputy manager • To attend monthly staff meetings in person or remotely • At least 80% of staff meetings must be attended per year

Qualifications:

- To have a genuine interest and respect for older people
- Ability to perform preparation/cooking of food as delegated by cook/management/care staff
- Ability to learn and adhere to food safety and hygiene protocols
- Cleaning kitchen areas to maintain excellent food hygiene and cleanliness
- Ability to work as part of a team
- Effective verbal communication skills with residents/staff and visitors

Benefits:

- Competitive salary and benefits package from GBP 24,500 to GBP 25,960 annually
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on patients' lives.



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If you are enthusiastic about providing exceptional patient care and have the skills to support the smooth operation of our care home, we invite you to apply for the above position by sending your resume to **info@sapphirecourt.co.uk**