



Job Description and Person Specification

Kitchen Assistant – Grade 1

Responsible to: Cook Manager/Manager
Location: To be confirmed
JD Ref: CD015

Context

Care Dorset is a new Local Authority Trading Company, wholly owned by Dorset Council. The company will start delivering services to Dorset Council residents from October 2022. Whilst Care Dorset is new, around 700 of our colleagues have been making a positive impact to residents of Dorset since 2015, and in many cases, long before that. Those same colleagues will join Care Dorset – through a TUPE transfer and are ready to play their part in Care Dorset's success.

The Role

Overall purpose

The Kitchen Assistant will:

- Supporting the Cook Manager in the provision of a range of nutritious meals which take account of specific dietary requirements
- Ensuring meals are prepared in a clean and safe environment, ensuring infection control and hygiene policies and procedures are followed
- Ensuring that a welcoming environment is provided for clients, staff and visitors, maintaining Care Dorset's reputation
- Contributing to safeguarding the welfare of clients

Responsibilities and accountabilities

1. Carrying out basic food preparation tasks such as preparation of vegetables and salads
2. Ensuring meals are prepared in accordance with any specific dietary requirements (e.g. allergies, texture modification, special and cultural diets)
3. Maintaining good food hygiene, in accordance with Care Dorset's catering policy and infection control policy
4. Following health and safety practices in all food preparation and in use of the kitchen, including wearing protective clothing provided



5. Ensuring food preparation sites are clean and ready when needed
6. Serving meals, alongside other staff members
7. Clearing away and washing up after meals
8. Cleaning utensils, kitchen machinery and working areas to the expected standards, in line with Care Dorset's policies and procedures, including the Catering and Infection Control Policy
9. Maintaining up to date knowledge about efficient and safe use of food preparation, cleaning equipment, appropriate safe use of chemical cleaning products and COSHH regulations
10. Keeping all equipment in good working order and carrying out routine maintenance tasks on equipment. Reporting any faults
11. Carry out general duties within the kitchen including unloading food and equipment deliveries
12. Providing an initial response to requests or complaints with professionalism and understanding. Referring to a senior member of staff where appropriate
13. Keeping basic records up to date, including food hygiene / cleaning charts, providing evidence for audit and inspection purposes
14. Working as part of a team and providing cover, on occasion, to Housekeepers or Laundry Assistants to ensure smooth running of the service
15. Ensuring high standards of personal hygiene and presentation in accordance with the Infection Control, Catering and Uniform policies
16. Attending staff meetings as and when required



Person Specification

Must have:

- Ability to use a range of food preparation and cleaning equipment and to read and carry out basic instructions.
- Written English skills as required to complete records
- A reasonable level of physical fitness as required to carry out the role
- Good communication and listening skills
- Ability to work alongside existing and new members of the team
- Commitment to providing a high quality service
- Prepared to work towards a Food Safety – Level 2 Certificate, if required.
- Prepared to work towards a Certificate in Infection Control.
- Understanding of basic food hygiene
- Understanding of basic health and safety requirements
- Basic knowledge of catering equipment

Good to have:

- Food Safety – Level 2 Certificate.
- Certificate in Infection Control.
- Protection of Vulnerable Adult Training.
- Ability to work on own initiative
- Experience of food handling and preparation
- Previous kitchen cleaning experience / experience of working in catering
- Awareness of Health and Hygiene practices, COSHH regulations, infection control procedures.