

Job Description

Job Title: FOOD SERVICE ASSISTANT

Job Code: CT03

Job Holder:

Department:

Position in the organisation:

Responsible to: Home Manager, Lead Cook, Second Cook

Direct reports: None

Works in conjunction with: All residential home staff

Summary of Main responsibilities:

To maintain the cleanliness of the kitchen and adjoining areas including the dining room and the food preparation areas, and assist the Lead Chef and Second Chef when required.

Main Duties and Responsibilities:

1. Keep all relevant areas clean, tidy and presentable at all times in line with the cleaning schedule.
2. Assist with food preparation when required.
3. Set tables as applicable, wash up and clean kitchen equipment in accordance with the cleaning schedule and as directed.
4. Serve meals to the Residents.
5. Put the food provisions into the correct storage when delivered.
6. Participate in the organisation of any functions, menu planning and celebrations including residents' and home occasions.
7. Undertake any other associated duties as directed by the Lead Chef or Home Manager.
8. Participate in any N.V.Q qualifications, Food Safety courses or other training as required for personal development.
9. Work with all staff towards agreed policies and standards of care in keeping with the stated beliefs of the Organisation.
10. Work to promote equality and diversity, and eliminate discrimination for all the Organisation's service users, staff and volunteers.
11. Take part in individual performance reviews as required.
12. Take part in staff and residents' meetings and in training activities as directed.

No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post holder.

PERSON SPECIFICATION

Job Title: Food Service Assistant

Competency	Performance Criteria
Professional Practice:	
Modelling best practice	<ul style="list-style-type: none"> • Demonstrate evidence of appropriate qualification to undertake the post • Know (or be trained to know) the correct techniques for carrying out these duties • Demonstrate patience with, and compassion for, older people • Willing to undergo training • Awareness of cultural and dietary needs of individuals
Decision making	<ul style="list-style-type: none"> • Report any changes to the residents' eating habits and diet
Health & Safety	<ul style="list-style-type: none"> • Knowledge and understanding of COSHH regulations • Application of H&S practices with particular regard to catering equipment
Interpersonal Skills:	
Teamwork	<ul style="list-style-type: none"> • Play an active role in creating a team working environment • Prioritise • General time management • Open and receptive to change
Management of diversity	<ul style="list-style-type: none"> • Demonstrate awareness of different values/cultures amongst residents and staff
Effective communication	<ul style="list-style-type: none"> • Communication skills with different groups, e.g. staff, residents, local community
Self development	<ul style="list-style-type: none"> • Evidence of keeping up to date with related issues • Undertake relevant training
Personal Attributes:	
Mutual support	<ul style="list-style-type: none"> • Be aware of support needed by others • Consider how actions could support others • Be prepared to give encouragement and help when needed • Offer help to other groups
Communication skills	<ul style="list-style-type: none"> • Explain things simply • Keep to the point • Style that is warm and friendly • Listens carefully and attentively
Interpersonal sensitivity	<ul style="list-style-type: none"> • Appearance to create confidence in residents and visitors • Respect the dignity and privacy of all contacts • Exhibit a pleasant, professional manner

Team working	<ul style="list-style-type: none"> • Happy when working in a team environment • Promote harmony within the team • Loyal to the team as a unit
--------------	--

TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

Training Element
<ul style="list-style-type: none"> • Induction • Moving & Handling • COSHH Regulations • Basic Health & Safety • Certificate in Food Hygiene – Foundation • First Aid Awareness • Fire Awareness • Adult Protection • Equality & Diversity • Infection Control • Knowledge of home's specialty, e.g. Dementia Care, Parkinson's Disease • Challenging Behaviour