

Housing Plus Group
Job profile and person specification

Role title	Kitchen Assistant	Date	
Reports to	Home manager and cooks	Version	

Job ouroose:		
<p>To assist with the preparation of meals and snacks for residents within guidelines laid down by the Home manager and cook.</p> <p>To ensure the service delivered promotes the independence, dignity, rights and choices of the people that we work with.</p>		
Main accountabilities: List in order of priority, the major activities, or functions necessary to achieve the job's end results.		Time (%)
1	• To provide an excellent customer focus to residents	
2	• Carry out general dining room duties i.e. laying and clearing tables	
3	• Transport meals to dining room and other eating locations as required	
4	• Washing up all items used in the kitchen area	
5	• Maintaining cooking and storage areas in a clean and tidy state in line with cleaning schedules	
6	• Simple preparation of food as required by the cook.	
7	•	
Financial responsibility: Enter below any revenue, operating or capital budgets for which the role is accountable.		
<p>Health and Safety: In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Supervisor/ Line Manager and/or Trade Union Representative / Safety Representative achieve our Health & Safety aims and objectives you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health & Safety Responsibilities".</p> <p>Role Specific responsibilities example</p> <ul style="list-style-type: none"> • Nil 		
Data Protection:		
<ul style="list-style-type: none"> • To follow the Data Protection principles in all work activity • To attend any training specific to the role regarding GDPR 		
People responsibility: Indicate below the number of employees for which the role has supervisory/ management responsibility.		
Direct reports	Indirect reports	Total employees
Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities: Project Management related to role activity - managing change, implementation of new systems		Essential /Desirable
Knowledge, skills and abilities: Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.		

1	Qualifications: Food safety level one willing ness to undertake training ASAP	D
2	Relevant Experience: previous experience of working with older people	D
3	Skills and Abilities: Ability to work on own initiative and prioritise work schedule.	E

	Good communication skills	E
4	Customer service and quality focus: A commitment to the understanding of a good customer service	E
5	Achievement Orientation:	
6	Thinking Style:	
7	Communicating: Good verbal communication skills and written skills	E
8	Planning and Organising:	D
9	Personal Motivation and Commitment: To be proactive	E
10	Team Working: To form positive relationships with colleagues	E
11	Persuasion and Influencing:	
12	Equality and diversity: Values diversity and commitment to equality of opportunity	E
13	Special Requirements: Some manual handling of delivered ambient goods. Enhanced DBS. Some knowledge of COSHH	

Further relevant

information Training Plan

Mandatory training	Role related training	Person Specific training
Food hygiene level one		
Fire Awareness		
Safeguarding Awareness		

Manual handling