

JOB SUMMARY

Post Title	Kitchen Assistant						
Job Family	<i>Service Delivery</i>	Pay Range	<i>02</i>	Line Manager to others?	No	Role profile ref	<i>SD02</i>
Service Area	ASCH Internal Services						
Line Manager	Registered Manager (or a person delegated by them)						
Location	Any establishment within ASCH Internal Services						

Job Purpose

Our kitchen assistants play a crucial role in our services, supporting our Cooks with the day to day running of a clean, tidy, healthy and pleasant kitchen environment that provides nutritious food and fluids to the people we support.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

1. To undertake kitchen tasks as directed by the Cook / Assistant Cook
2. To clean the kitchen
3. To support the Cook/Assistant cook to prepare / serve meals
4. To complete kitchen paperwork (Safer Food Better Business) as required
5. To understand dietary allergens and ensure people are offered choices with their food and fluid intake, taking advice of support workers/other managers.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.		Y	
Evidence of practical experience in an appropriate work environment		Y	
Safe and competent use of relevant equipment / tools.	<i>All training on the use of equipment and chemicals will be provided</i>		Y
Knowledge of relevant health and safety procedures.		Y	
Ability to communicate clearly.		Y	
Basic literacy and numeracy.		Y	
Basic knowledge of ICT systems.			Y
Able to maintain accurate records as and when required.		Y	

Qualifications

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		Y	
GCSE level qualifications or equivalent			Y

Other Requirements

The Isle of Wight Council is committed to safeguarding and promoting the welfare of vulnerable children and adults and operates stringent recruitment practices. All employees are expected to familiarise themselves with the Council's Safeguarding Policies and all other relevant policies so our staff can work safely, professionally and competently always.

In accordance with the Safeguarding and Vulnerable Groups Act 2006, it is a criminal offence for a person barred to work with children or adults to work in a Regulated Activity.

The Isle of Wight Council has a duty to protect employees from harm as far as is reasonably practicable and all employees have a duty to protect themselves and others from harm. All employees are expected to familiarise themselves with the Council's Health & safety Policies and undertake relevant training to ensure compliance with Health and Safety Requirements.

All employees are required to comply with the Council's Data Protection and GDPR Policies. You are responsible for ensuring that any information or data you collect, or input complies with the standards set out in these documents.

JOB SUMMARY

Organisation Structure

- Strategic Director of Adult Social Care & Housing / Service Director
- Service Manager / Nominated Individual
- Registered Manager
- Deputy Manager(s)
- Assistant Manager
- Support Workers
- Cook/Assistant Cook/Domestic/Laundry Assistant/Kitchen Assistant