HALTON HAVEN Hospice for a special kind of caring

JOB DESCRIPTION

Job Title	**Kitchen Assistant**
Location	**Halton Haven Hospice**
Reporting To	**Kitchen Lead**
Accountable To	**Facilities Manager**
Minimum Qualifications	**A current Food Hygiene Certificate.**

Job Summary

The Kitchen Assistant is expected to;

- Provide support to the kitchen lead, undertaking basic food preparation including the preparation of the Teatime meals and the lunchtime meals as required.
- Perform cleaning duties as detailed in the work schedule, or as required by the Kitchen Lead, to the required standard.
- Assist in the checking and storing of food orders and other provisions.

Main Duties And Responsibilities

General Tasks

- To assist in basic food preparation as directed by the Kitchen Lead.
- To prepare meals, ensuring these are served at the correct temperature and that this is recorded as per kitchen policy.
- To prepare the vegetables and salad as required by the Kitchen Lead.
- To undertake dishwashing duties using the dishwasher provided and hand washing those cooking utensils not considered suitable for use in the dishwasher.

- To accept delivery of stock in the absence of a more senior person, checking this and ensuring it is correctly stored and that stock is rotated during this process.

- To always work within the food safety policy guidelines.

- To check diet notification forms for any allergies before preparing meals for service users.

- To ensure the correct color-coded board and equipment is used for preparing food for service users with allergies, and that all food is prepared in a separate area of the kitchen away from other foods to avoid contamination.

- To ensure that all food items, (cooked or raw) are stored safely, appropriately, and at the required temperature.

- To undertake routine cleaning of the designated area to the required standard. These include;

    - Wiping the dining tables and chairs and cleaning the dining area after lunchtime meals.

    - Washing the work surfaces after use and at the end of each shift.

    - Wiping down door and other handles daily, ensuring these are free from debris and other contaminants.

    - Emptying the waste bin and washing this daily.

    - Ensuring the dining area and visitors room and their cups, containers and trays are kept clean.

    - Ensuring the fridge in the visitors room is stocked and all food is labelled and dated, discarding any unlabelled or out-of-date food items as per policy.

    - Ensuring visitors room is restocked at the end of each shift

    - Ensuring the floor is brushed thoroughly and mopped at the end of each shift.

    - Ensuring the food cupboard in the dining room is checked at the end of each shift and the canisters have been refilled.

    - Ensuring all closing checks are carried out at the end of each shift handing any relevant information over to the cook for the next day in the communications diary.

Education and Training

- To undergo such education and training as may be necessary to competently carry out the post.

Communication

- To carry out all duties involving patients, their families, staff and volunteers in a courteous and respectful manner.

- To report all mishaps/accidents as and when they occur to the Kitchen Lead (or person in charge).

- To report any equipment shortages and/or electrical faults to the Kitchen Lead (or maintenance staff) as and when they occur.

- To respect the confidential nature of all patient information.

General

- To act responsibly at all times ensuring that any actions do not bring the Hospice into disrepute.

- To contribute to the team working and efficient functioning of the Hospice.

- To ensure compliance with the hospice policies and procedures and have regard for the employees obligations under the Health and Safety at Work Act 1974.

- To attend Fire Safety Training as required and demonstrate awareness of the correct procedure to be undertaken in the event of a fire.

- To attend and participate in such meetings and events as may be reasonably required.

NOTE

The duties and responsibilities referred to are an outline only and may be changed in conjunction with the postholder, and in accordance with the needs of the Hospice.