

OUTLOOK CARE

Kitchen Assistant

Role title	Kitchen Assistant – Foxburrow Grange
Location	Colchester, Essex
Responsible to	Head Chef
Responsible for	No direct staff responsibility

Role purpose
To work under the direction of the Head Chef to ensure the provision of a consistent, quality catering service which meets residents needs and organisational requirements.
Key Outcomes Required from the post
<ol style="list-style-type: none">1. Contribute to the wellbeing of service users by providing a good standard of food and beverages efficiently and to the highest standards.2. Prepare, cook and serve meals to appropriate standards.3. Meet health and safety and food hygiene standards by carrying out duties in line with risk assessments, regulations and relevant procedures.4. Assist in the maintenance of adequate stocks and supplies by ordering, checking and avoiding waste.5. Ensure safety of service users and premises through reporting and recording of all emergencies, incidents and accidents in accordance with Outlook Care procedures.6. Maintain a clean environment by carrying out all cleaning tasks as required.7. Undertake other domestic duties as required

Role specification	
Experience, Qualifications and Specific Knowledge	<ul style="list-style-type: none">• Health and Safety knowledge• An understanding of the specialist needs of older people• Basic food hygiene certificate or willing to train for it.
Other role specific requirements	<p><i>Shifts, driver, working environment, physical aspects</i></p> <ul style="list-style-type: none">• Ability to work a flexible shift pattern which will usually include weekends and bank holidays and awake nights.• For all posts an ability to perform manual handling is required

Core Competencies Required	
Communication	Communicates well with others, listening to their needs and conveying information clearly and accurately.
Working with others	Contributes to effective team working by building and developing trust, taking responsibility for own actions, being supportive and co-operative, showing an understanding of the principles of diversity
Focussed on performance	Works to a high standard to meet Organisational objectives, targets and priorities whilst offering guidance and support to others. Shows an awareness of own strengths and development needs.
Service user and customer driven	Ensures that services meet the needs of the customer / service user. Prioritises needs, responds positively to make and implement improvements.
Role specific Competencies Required - to be added	
Safeguarding and promoting health and well-being	Understands safeguarding responsibilities and identifies signs that people may be at risk, and records and reports any information available.