

Craig Healthcare

Job Description Kitchen Assistant / Cook

Responsible to: Head Cook/Chef

Objectives: To provide support to the cook/chef as directed.

Key tasks:

1. To keep the kitchen clean and free from dirt (Daily)
2. To remove all crockery, utensils and food from dining room tables at the end of each meal, wash and put away (Daily)
3. To clean all cupboards in the kitchens (Weekly)
4. To Clean all internal surfaces of the refrigerators (Weekly)
5. To clean all external surfaces of the refrigerators and defrost (Weekly)
6. To clean all external and internal surfaces of the micro wave (Weekly)
7. To provide general cleaning to the kitchen and dining room area (Daily)
8. To serve drinks to all residents who request one (Daily)
9. Report any defects with equipment immediately and ensure this equipment is not used until repaired. Ensure all kitchen equipment is stored safely.
10. Ensure the Kitchen area is clean and free from rubbish at all times.
11. Be aware of Health and Safety issues at all times e.g. ensure the floor is dry and free from hazards. Use warning signs if appropriate.
12. To undertake any other reasonable request/task as and when requested on instruction from a senior member of staff.
13. To complete the above in a speedy and timely fashion

All staff are required to:

1. Show courtesy and respect to residents, visitors and colleagues at all times.
2. Maintain confidentiality at all times.
3. Report any untoward incidents to the senior member of staff on duty, including illness of residents or fellow members of staff.

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4. Be aware of, and at all times comply with, the relevant company policies and procedures, with special regard for Fire, Safety, Health and Safety management, including moving and handling, COSHH regulations and maintenance of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or mal practise which conflicts with my Job Description may lead to disciplinary action.

Signed

Date