

KITCHEN ASSISTANT post



JOB DESCRIPTION and PERSON SPECIFICATION

Job Title	Kitchen Assistant
Location	Simeon Care for the Elderly Ltd Cairnlee Road, Bielside, Aberdeen AB15 9BN
Purpose	To support the Cook on duty with kitchen cleaning tasks and food preparation.
Organisation	Simeon is one of six independent Camphill Charities in the Aberdeen area. We are registered with the Care Inspectorate to provide residential care with nursing for 23 residents. Scottish Charity SCO12239
Working time	Bank relief Cover required for 7 days a week, 9.00am to 5.00pm.
Reports to	The Home Manager. On a day-to-day basis the Cook on duty and Head Cook.
Supervising	No responsibility for supervising staff.
Pay	£7.60 per hour.
Other Benefits	Workplace pension scheme

JOB DESCRIPTION

Main Areas of Responsibility

Kitchen Duties

- Preparation of basic food.
- Unloading deliveries from suppliers.
- Washing kitchen appliances, work surfaces, floors and walls.
- Wash up dirty crockery, cutlery and kitchen equipment.
- Prepare food trolleys ready for the meal to be served.
- From time to time you may be required to assist in catering for special events.

Teamwork, Communication, Health and Safety

- To maintain high standards of cleanliness and food hygiene.
- Follow ecological waste disposal of food packaging and food waste.
- Assist the Head Cook and Cook to carry out weekly/monthly cleaning tasks to ensure high standard of cleanliness in the kitchen and larders.
- Comply with all Health and Safety regulations to ensure a safe working environment.
- Follow ecological and environmentally sustainable practices.

This does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from the employees in the role. Simeon reserves the right to require employees to perform other duties from time to time.

Training

To take part in training courses as required

PVG/Disclosure

As the role involves working in an environment with vulnerable people a PVG or disclosure will be required. If you are not a PVG member, you will need to apply for membership before you can work with us.

Other requirements

A degree of flexibility is needed. You may occasionally need to perform work not specifically referred to above to support the house and residents. The need to do such duties will be reasonable and as agreed between the post holder and the manager.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		Basic food hygiene certificates.
Skills / Aptitude / Abilities	Ability to take initiative. Able to work with others from varied cultural / spiritual backgrounds. Good communication skills.	Good knowledge of food hygiene and food preparation.
Knowledge		A basic knowledge of dietary needs. Understanding of Camphill.
Experience		Experience in busy kitchen or care home. Experience working with the elderly.
Personal Attributes	Enthusiastic about cooking. A compassionate, empathetic and caring nature. Flexible and cooperative.	