

## Job Description

<b>Job Title</b>	Kitchen Assistant
<b>Directorate</b>	Adult Services and Health
<b>Service</b>	Assessment and Care Delivery
<b>Grade</b>	2
<b>Competency Level</b>	1
<b>Salary</b>	£24,796 - £25,583
<b>Job Type</b>	Office Based
<b>Location</b>	Townsend Hub
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS Adult Workforce and Neither Barred List
<b>Job Evaluation Ref No</b>	

## Job Purpose

To work with Older People within a team setting to maintain a clean environment for food preparation & dining requirements in accordance with Health & safety guidelines. To adhere to the City Council's Policies and Procedures and work within the Care Homes Regulations 2001

### Directly Responsible For:

Assisting the Cook and Assistant cook and cleaning duties in the kitchen



## Directly Responsible To:

Cook

## Main Areas of Responsibility:

- General cleaning of kitchen and dining area
- To follow and adhere to the cleaning schedule laid down by Cook/Management Team at all stages of the catering operation, on a daily basis
- To deputise in the absence of the Assistant Cook, taking full responsibilities and duties of the Assistant Cook and work as part of a team
- Simple preparation of food, consideration should be given to Service Users' Health, Religious and Cultural needs
- Maintain high standards of cleanliness and adhere to the Health and Safety Procedure, follow all existing systems in place. Comply with all Food Safety legislation
- To participate in personal development, training and supervision sessions
- To demonstrate commitment to teamwork within your work practice
- To be flexible and contribute to the ever changing needs within this service as and when they occur
- As required work within a 7 day service 8am / 6pm
- To work in partnership with or as part of an integrated team of allied health and social care professionals.

To carry out all duties in accordance with the City Council policies and procedures, including the promotion of anti-discriminatory practice and equal opportunities.

Every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the City Council, and to ensure all work functions are carried out in accordance with health and safety legislation, codes of practice and the safety plan.

The job holder may be required to carry out additional/alternative tasks in relation to the role as and when required

### **Supervision and Management Responsibility:**

- This post has no supervisory or line manager responsibility

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

### **Physical Demands of the Job:**

- The job requires some manual handling of loads

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 1**.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Holder of a Food Hygiene Certificate / willingness to work to obtain this qualification
- Willingness to participate in required training to carry out the role

## Experience

### Essential

- Previous experience of catering for individual and group meals

## Skills/Abilities

### Essential

- Knowledge of Food Hygiene and general cleanliness
- Knowledge of food preparation and presentation

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Knowledge of City Council's policy on Equal Opportunities and a commitment to anti-discriminatory practice

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level