Job Description

Job Title:	Kitchen Assistant
Directorate:	Adult Social Care and Health
Service Area:	Operations
Grade:	2
Competency Level:	1
Salary:	£25,614 - £26,427
Job Type	Office Based
Location	Millvina House
Disclosure and barring service (DBS)	Enhanced DBS Adult Workforce and Neither Barred List
Job Evaluation Ref No	

Job Purpose

Support the cook with all aspects of kitchen support including food preparation and high standard of cleanliness

Directly Responsible For:

Not applicable

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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 Team work 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

Supervision and Management Responsibility:

- No Supervisory or management responsibility

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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:

- There may be some heavy lifting of equipment and use of heavy equipment. There may be long periods of standing

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

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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.**

The competency framework can be found here.

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/ wiliness to work to obtain this qualification (A)
- Willingness to participate in required training to carry out the role (A)

Experience

Essential

- Previous experience of catering for individual and group meals (A/I)

Skills/Abilities

Essential

- Knowledge of food hygiene and general cleanliness (A/I)
- Knowledge of food preparation and presentation (A/I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

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

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