



## **Mead Medical Services Ltd**

### **Job description**

<b>JOB TITLE:</b>	Kitchen Assistant
<b>REPORTING TO:</b>	Cook
<b>JOB PURPOSE:</b>	To assist the cook or assistant cook in the smooth day to day running of the kitchen. To maintain high standards of cleanliness and hygiene in line with current regulations.

### **Qualifications and Skills:**

- ❖ Basic food hygiene certificate
- ❖ Good communication and organisational skills.
- ❖ Team player
- ❖ Satisfactory police check and satisfactory check against the relevant registers within the PVG Scheme

### **Desired:**

- ❖ Experience of food preparation in a “care environment”

### **Main Responsibilities:**

#### Food preparation:

1. To assist in the preparation, cooking and serving of meals.

#### Communications:

1. Participate in staff and service user meetings, as and when required.

#### Training and developing:

1. Attend mandatory training days/courses, on or off site, as and when required.
2. Maintain and improve professional knowledge and competence.

#### Health and safety:

1. To wash up and put away appropriately the crockery, utensils, pots and pans
2. Ensure that all equipment and crockery is cleaned and stored appropriately.
3. Report to the Cook or Home Manager any faulty appliances, damaged furniture, equipment or any potential hazard.
4. Ensure that all relevant Health and Safety standards in the kitchen and dining areas are met.
5. Ensure that all the fire regulation policies and procedures of Mead Medical Services Ltd are adhered to and complied with.
6. Report immediately to the home manager or person in charge, any illness of an infectious nature or accident incurred by a service user, colleague, yourself or other person connected with the Home.
7. Promote safe working practice in the care home.

#### Confidentiality

1. Ensure the confidentiality of information gained whilst performing your duties. If you are in any doubt about divulging information about a service users or the Company's business to a third party, then please seek advice from you Manager before communicating such information.

#### General:

1. Notify the home manager or the person in charge as soon as possible of your inability to work and also on your return to work from all periods of absence.
2. Ensure the security of the care centre is maintained at all times.
3. Adhere to all company policies and procedures relevant to this role within the defined time scales.
4. Ensure all equipment is clean and well maintained.
5. Carry out any other tasks that may be reasonable assigned to you.

#### At All Times:

1. Observe the Company's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Mead Medical Services reserves the right to amend this job description from time to time according to the needs of the business, but this is a correct reflection of the duties involved at the time of writing.

Any changes will be confirmed in writing. Please note that you share with Mead Medical Services the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign; print your name and date below to indicate your acceptance of this job description.

Signature: .....

Name:..... Date:.....