

JOB DESCRIPTION

JOB TITLE: Kitchen Assistant

ACCOUNTABLE TO: Kitchen Supervisor

RESPONSIBLE FOR: Supporting the catering team in the day to day running of the main kitchen. Managing the day to day cooking of the dept in the absence of the Kitchen Supervisor or other staff members

JOB PURPOSE: To ensure the provision of a high standard of catering with all food being prepared and cooked in accordance with the regulations on hygiene and food safety. To follow and implement recognised good practices in preparing and storing all food and using recognised good practices in the management and safe working of the kitchen. To lead by example and help to maintain a clean working environment

MAJOR TASKS:

1. Operational
2. Supervision
3. Health and Safety
4. Equipment
5. Training
6. Working Practices

1. To ensure and maintain a high standard of cleanliness and hygiene in the kitchen and dining room area.
2. To be familiar with and apply all necessary food hygiene and safety procedures and the working methods adopted by Age UK Leicester Shire and Rutland.
3. To ensure that food is handled correctly conforming to food hygiene and food handling regulations and to notify line manager of any concerns.
4. Preparation and cooking of meals and ensuring the meals reflect the needs and preferences of users at the day clubs and people from the community.
5. To ensure the efficient removal of kitchen waste.
6. To ensure that any member of staff or volunteer required to use kitchen equipment is instructed in how to use it.
7. To ensure that all the equipment is clean and in a good state of repair and that the chef/senior catering assistant is aware of any problems with equipment.

8. Assist in supervising the work of the volunteers working in the kitchen.
9. To work as part of a team to store & rotate foods correctly and to prepare foods for future use in a timely manner to produce a good standard end-result.
10. To serve food to customers on a refectory & help 'set-up' the hot counter.
11. To show a 'hands-on' attitude and to display a polite personality with customers.

Operational in the absence of the Kitchen Supervisor

1. Supervise the catering team in cooking, preparing, and serving of food.
2. Take responsibility for the preparation and cooking of meals in the absence of the Kitchen Supervisor.
3. Ensure that a nutritionally planned and varied meal is supplied which reflects a range of styles & skills.
4. Ensure and maintain a high standard of cleanliness and hygiene in the kitchen and dining room area.
5. Ensure the maintenance and rotation of stock is in line with maximising efficiency.
6. Maximise all sales opportunities in the business, including quality of food and drink, service, and availability.

Supervision

1. Responsible for the day-to-day running of Seasons Kitchen with assistance from the Senior Catering Assistant when the Kitchen Supervisor is unavailable or absent
2. Ensure a high level of customer satisfaction, dealing with customer complaints relating to the menu any other customer related issues in a professional and timely manner with support of the Senior Catering Assistant when the Kitchen Supervisor is unavailable or absent
3. Monitor and manage along with the senior catering assistant all catering maintenance and housekeeping, managing third party contractors. Supervise the daily, weekly, monthly, and quarterly cleaning of the kitchen and appliances in the absence of the Kitchen Supervisor
4. Direct the catering staff and volunteers in ensuring the work of volunteers, trainees, and any other staff within the kitchen are within agreed protocols with the support of the Senior catering Assistant in the absence of the Kitchen Supervisor
5. Support and carry out the cleaning of all catering/cafe equipment and catering areas in line with COSHH Regulations
6. To manage the kitchen area and all stock and fridge areas in the absence of the Kitchen Supervisor.

Department Health and Safety

1. Be up to date on all policies and practices relating to HCCAP, Health and Safety, including accident reporting, Fire Safety, COSHH and Manual Handling regulations.
2. Ensure satisfactory HCCAP and health and safety regulations and practices are adhered to, implementing and monitor cleaning schedules and regimes with the support of the senior catering assistant in the absence of the Chef.
3. Ensure that specialised equipment within the kitchen area is used only by properly trained and authorised staff in the absence of the Chef.
4. Ensure that staff and volunteers follow safe working practices and document that risk assessments are carried out according to AUKLS&R policies and procedure.
5. Ensure that opening and closing procedures of the kitchen and Cafe side adhere to Health & Safety protocols with support of the Senior catering assistant in the absence of the Chef.

Equipment and Laundry

1. Ensure all Catering staff and volunteers with the support of the senior catering assistant adhere to company dress code and are supplied with their Personal Protective equipment (PPE) relevant to their role/s

Training and Development

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

Health and Safety

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#)

2. Age UK Leicester Shire & Rutland is committed to its charitable aims and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.

3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Signed: _____

Date _____

Please print name: _____