

JOB DESCRIPTION

Job Title:	Kitchen Assistant
Reporting to:	Chef Manager
Location:	Tapping House, Hillington PE31 6BH
Hours of work:	28 hours per week to include alternate weekends (plus holiday/sick cover if needed)
Annual leave:	25 days (increasing to 27 after 5 years and 31 after 9 years) Plus 8 Public Holidays (Full Time equivalent)

JOB SUMMARY

Our Kitchen Assistants support our Chef Manager in the preparation of meals and beverages and participate in the overall maintenance of a safe and hygienic environment. They will ensure a professional, efficient and prompt service is provided to patients, visitors, staff and volunteers at all times.

KEY RESPONSIBILITIES

- To cooperate with the Chef Manager with regard to compliance with all food safety legislation relating to the catering industry, with all Health & safety legislation and with the rules, regulations etc.
- To assist in the preparation of fresh food, cook as required and correctly store food items
- Prepare, cook and serve meals for patients as requested i.e. breakfast, lunch and dinner maintaining a high quality standard at all times.
- Be prepared to run the kitchen at weekends (low covers at weekends)
- To prepare, make and bake products for internal and external events.
- Ensure dining room is prepared for meals i.e. tables, condiments, cutlery etc. Prepare trays for patients as required.

- Cash handling using till and electronic payment methods
- To liaise with our nursing staff re specific patient requirements
- To participate in the completion of all necessary records as required.
- Maintain high standards of cleanliness and hygiene control and practices at all times. Follow regular cleaning schedules as per hospice documentation. Ensure the kitchen and all cooking utensils, crockery and cutlery is kept clean, ready to use and is appropriately stored
- To ensure that all washing up duties are carried out immediately.
- Ensure safety of patients and staff by regularly checking equipment is in good working order. Report any faulty equipment to the Chef Manager.

Health and Safety

- Ensure Uniform policy is adhered to at all times
- Be prepared to assist with any routine or unexpected inspections.
- Be aware of and familiar with Hospice H&S policy

General

- To uphold the Hospice's vision and values at all times



- Carry out all duties in accordance with the Hospice's policies and procedures including but not limited to health & safety, code of behaviour, confidentiality and equality, diversity & inclusion.
- Promote awareness of the Hospice, its services and its strategy.
- Work collaboratively and respectfully with all staff, volunteers and supporters of the Hospice.
- Promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering the Hospice's policies on safeguarding.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

Information Security, Confidentiality, and Records Management:

- The role requires adherence to organisational policies concerning information security, data privacy, and confidentiality. The employee is responsible for safeguarding sensitive information, ensuring secure handling and storage of records, and maintaining compliance with applicable data protection regulations. This includes actively participating in Information Governance training, reporting potential security incidents, and managing records in

accordance with Tapping House's Retention Archiving and Destruction of All Hospice Records Policy.

- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and such will be necessary for a submission for disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

This job description is not intended to be exhaustive and will be reviewed periodically to ensure that the needs of the service are being met.

PERSON SPECIFICATION

Kitchen Assistant

Attributes	Essential	Desirable
Qualifications and Training	A good standard of education	NVQ level 2 in catering/food safety (or equivalent)
Experience and Skills	Experience of working in a commercial kitchen Proven ability to prioritise own workload, produce high quality work and meet deadlines Experience of following specific procedures Ability to follow written and verbal instructions Understanding of COSHH, Food Safety and Health & Safety regulations	Experience of baking (cakes/bakes/savouries) in large quantities
Personal Attributes	Team player	

	Proactive and flexible	
	Adaptable to change	
Other		