

REASON CARE LIMITED

JOB DESCRIPTION

JOB TITLE KITCHEN ASSISTANT

REPORTING TO COOK

RESPONSIBLE TO HOME MANAGER

SUMMARY OF DUTIES

To fulfil under the direction of the Cook

TYPICAL DUTIES AND RESPONSIBILITIES

1. To wash up all crockery, utensils, pots and pans as required under the correct procedure.
2. Attend to cleaning duties rostered for daily and weekly, completing the correct paperwork each time.
3. Kitchen pantry, floor etc. To be washed as per the cleaning rota under the Cook's guidance
4. Thoroughly clean all trolleys on a daily basis
5. Layup and prepare trolleys for morning coffee, lunch and afternoon tea.
6. Assist the cook (NO COOKING OR BAKING)
7. Food preparation assistance for tea service
8. Any other duties as required

All staff are required to

1. Show courtesy and respect to residents, visitors and colleagues at all times
2. Maintain confidentiality at all times
3. Report any untoward incidents to the Manager or Person in Charge on duty, including illness of a resident or staff colleague and any incidents relating to adult protection.
4. Be aware of, and at all times comply with, the company policies and procedures, with special regard for Fire Safety, Health and Safety management of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I _____ have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or malpractice which conflicts with my Job Description may lead to disciplinary action.

Signed

Date

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