



**POST:**                   **KITCHEN ASSISTANT/PORTER**

**REPORTING TO:**      Chef Manager

**ACCOUNTABLE TO:** Head of Support Services

### **Introduction**

The competencies listed below are those that the jobholder is expected to demonstrate immediately on taking up the post. They constitute the minimum standards of performance. They are not intended to be exhaustive and the jobholder will be expected to constantly enhance and add to their competence. The jobholder's progress will be monitored and assessed against these competencies, and any further outcomes derived from key targets and performance indicators.

### **Job purpose**

The kitchen assistant/porter is responsible for maintaining the cleanliness of the kitchen area and the equipment at a standard required by the Health and Safety Environmental Health regulations.

### **Duties**

- Washing up of pots and pans used daily in the kitchen.
- Maintaining good standards of cleanliness of the large and small equipment used daily in the kitchen within the advised rota.
- Ensure the kitchen floor is kept in a clean condition throughout the day to avoid accidents in the kitchen; thorough cleansing of kitchen floor at the end of production.
- Check in stores as required and put away as directed by the Chef Manager.
- Follow the kitchen rota for cleaning the kitchen equipment:- ovens, refrigerators, deep fat fryer, potato peeler, waste disposal unit.
- Daily cleaning of toilet area used by kitchen staff; weekly cleaning of rest room, store room and shelves.
- To carry out any other duties appropriate to the grade as and when required by the Chef Manager or Senior Kitchen Assistant.
- Serve meals (breakfast, lunch and dinner) as and when required.
- To assist the Chef Manager and Head of Support Services to ensure that Environmental Health and Health and Safety standards are observed including the Code of Safe Working Practices, and reporting of any hazards.
- Attend all mandatory training in line with Care for Veterans Policies and Procedures.

### **Personal specification**

- Good communication skills with a wide variety of residents, relatives, ward staff and Support Services colleagues.

- Empathetic towards the needs of others; promotes a positive approach to the care of people with a neuro/physical-disability
- Professional – must remain calm under pressure; preserve resident and Hospital Home confidentiality; display a positive view of individuals’ unique needs and abilities.
- Proactive – able to predict the needs of residents and colleagues and respond effectively to these
- Resilient – able to cope well with set routines
- Reliable – must show high levels of personal commitment to the role, to residents, and to team members
- Accountability – must display awareness for own actions and accountability for them
- Procedural – must display knowledge and commitment to Hospital Home policies and procedures
- Flexible – responds positively to the operational needs of the Hospital Home by working additional hours as and when required and undertaking other appropriate tasks in order to assist with the smooth running of the kitchen.

### **Organisational Competencies**

The following organisational competencies are applicable to all employees working at Care for Veterans.

#### **1 Budget Management and Resource Control**

- \* Use available resources appropriately
- \* Identify and reporting shortages
- \* Suggest measures which would make more effective, efficient and economical use of resources

#### **2 Developing teams, individuals and self**

- \* Identify individual learning needs. Undertake and qualify for NVQ level 2 in Hospitality and Catering.
- \* Actively participate in the appraisal (IPR) process
- \* Provide feedback to Line Managers where there are difficulties

#### **3 Planning, Allocating and Evaluating work**

- \* Undertake agreed activities in line with departmental objectives
- \* Contribute to the review process by providing feedback on work activities

#### **4 Recruitment and Selection**

- \* Contribute to the orientation of new staff

#### **5 Managing Change**

- \* Remain open and receptive to change
- \* Work with others to implement change
- \* Take part in the evaluation of change

**6 Data Protection**

Adhere to legislative requirements by ensuring the compliance of oneself and others

**7 Health and Safety**

Adhere with legislative requirements by ensuring the compliance of self and others

**8 Disability Awareness**

- \* Acknowledge and value the contributions of all patients
- \* Display an understanding of the needs of individuals with a disability
- \* Respect the privacy and dignity of all residents at all times

**9 Communication**

- \* Ensure that all written documentation is legible and accurate
- \* Ensure that verbal explanations are clear and accurate
- \* Ensure that you present in a friendly and helpful manner in all communications and interactions
- \* Actively participate in the team briefing process
- \* Minimise jargon and abbreviations
- \* Actively listen to others views before expressing own views
- \* Share relevant information with appropriate colleagues

**10 Organisational Awareness**

To demonstrate motivation, commitment and critical awareness of their role, and that of their team members by:

- \* Promoting good practice to achieve the aims and objectives of the organisation
- \* Being positive about the organisation and its vision
- \* Attending all mandatory training as stipulated by the organisation
- \* Being aware of and adhering to all organisational policies and procedures

**11 Personal Awareness**

- \* Demonstrate appropriate behaviour in stressful and difficult situations
- \* Display an awareness of your own capabilities and areas for improvement
- \* Initiate and participating in the change management processes

**12 Teamwork**

- \* Recognise and value individual team members
- \* Display sensitivity to others' feelings and needs
- \* Acknowledge and uphold equal opportunities for all team members

This job description and person specification represents an outline of the major components of the job and is not intended to be exhaustive. It may with consultation be subject to additions and amendments from time to time as the need arises and therefore, in addition to the duties and responsibilities listed, the job holder is required to perform such other duties as might be reasonably required.

I have read, understood and accepted the duties and responsibilities outlined in the above.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_