



N NOTARO HOMES LTD

JOB DESCRIPTION

Job Title: Kitchen Assistant

Responsible to: Duty Cook/Chef

Accountable to: Home Manager

Job Summary: Responsible for maintaining a high standard of cleanliness within the kitchen areas and assisting the cook/chef where required.

Duties and responsibilities:

- ❑ To undertake general kitchen duties including washing up and the simple preparation of food.
- ❑ To undertake general cleaning of designated areas and ensure they are kept in a hygienic condition.
- ❑ To assist in organizing main food store and refrigeration storage ensuring rotation of food stocks.
- ❑ To practise acceptable economies. Check all deliveries for errors.
- ❑ To be aware of the health and safety regulations and to report any situation that could be considered hazardous.
- ❑ To carry out the correct use of equipment.
- ❑ To report all accidents and incidents to the cook.
- ❑ To undertake training identified as appropriate by your line manager and to have an up to date Food and Hygiene certificate
- ❑ To attend 1:1 supervision meetings with your line manager at least 6 times a year
- ❑ To be aware of Company policies and procedures

- ❑ To maintain anti-discriminatory practice and to promote equality and diversity throughout your work
- ❑ To report any incidents or allegations of abuse following the correct steps in line with local Safeguarding Adult Policies
- ❑ To have an understanding of and follow the Whistleblowing Policy where necessary
- ❑ To maintain high standards of personal hygiene and to wear correct uniform as provided.
- ❑ To complete any other duties as directed by your line manager.

This job description is not intended to be an exhaustive or a final list of duties and will be reviewed periodically in line with the needs of the business.

I acknowledge the receipt of the above job description:-

Name: _____

Signature: _____

Date: _____

Once signed kindly return to the Home Administrator.
One copy will be retained in your personnel file and the other is for your personal reference.