

## MEADOWS NURSING HOME

### JOB DESCRIPTION

#### KITCHEN ASSISTANT

**Job Title:** Kitchen Assistant

**Responsible to:** Head Cook

**Accountable to:** Registered Home Manager

#### JOB SUMMARY

*To assist in the delivering of high quality nutritious food to persons living at and visitors to Registered settings/Care Homes of the company, under the supervision of the Head Cook; in such a way as to promote the health and wellbeing of all Service users at all times, and the reputation of the company, in a respectful and dignified manner.*

*To work within, and to, all policies & procedures of the company and the **Code of Practice of the Care Council for Wales**; also within the **National Minimum Standards and Regulations (Wales 2002)** of the **Care Standards Act 2000**.*

*To ensure your continued capability and competence to carry out your job role all staff are also expected to ensure their attendance at and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.*

*All staff must maintain appropriate status, fit for employment within the Criminal Records Bureau (CRB) system, throughout the period of employment.*

#### RESPONSIBILITIES

**General**All staff have a responsibility to read and have a working knowledge of the policies and procedures of the company, as applicable to their job role; including the health and safety manual and retention and completion of their personal copy of the employee handbook.

All staff also have a responsibility to work within the **Code of Practice for Social Care Workers** of the **Care Council for Wales**, and ensure attendance and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.

Policy folders are located within the Home Managers office. All members of staff must adhere to these policies & procedures at all times, failure to comply will result in disciplinary action. The Registered Home Manager will clarify any

points as necessary and notify all staff of amendments as they become operational.

### **Role Specific**

1. To receive handover at the start of each shift from the Head Cook/Cook which includes a menu plan for the day and notification of any 'special events' being catered for that day.
2. To assist in the preparation of foods under the direction of the Head Cook/Cook.
3. To assist in the preparation, supply and clean away of items to be used with food preparation for the Head Cook/Cook e.g. pans, utensils, crockery and cutlery. Including general cleaning of the kitchen and deep cleaning when required
4. To prepare the dining room for service including the laying of tables and clearing to the laundry of used table linen at the end of each meal.
5. To participate in the rotation of stock and stock management under the direction of the Catering manager and Cook.
6. To participate in bi-monthly supervision and annual appraisal.
7. To attend **all** mandatory training and any additional training as identified via supervision or deemed necessary by the company; which includes the intention to achieve NVQ level 2 in catering/food preparation. Failure to attend identified or mandatory training will result in disciplinary action.
8. To report all hazards, real or potential, to the Registered Nurse or Home Manager without delay, and to be aware of the risk assessment and management procedure for the care home, working in such a way to support Service users when they are taking assessed and measured risks where appropriate.
9. To attend staff & Service user meetings and contribute ideas and suggestions, appreciating the diversity and equality of Service users within your care and the staff who you work with.
10. To maintain confidentiality regarding all matters relating to Service users, their care and welfare, the day-to-day running of the establishment, and members of staff being honest, trustworthy, reliable and dependable Failure to comply will result in disciplinary.
11. To uphold public trust and confidence in the Care Home and the Company including: maintaining a high standard of appearance and behaviour and complying with the uniform and dress code policy of the company.
12. To work in such a way as to honour work commitments, agreements and arrangement to promote the health and wellbeing of Service users,

and by declaring issues that might create conflict of interest or influence your judgement.

13. To always behave in such a way both inside and outside of the Care home, as to not question your suitability to work in a Social care setting.
14. To be prepared to work in any area of the home or other homes/settings operated by the company as required by the management that are within your capabilities and scope of.
15. To report any situations where there may be a risk of violence or aggression, or where Service users may be at risk, to the Registered Nurse or Home manager without delay. To refrain from trying to deal with the situation on your own without seeking help from appropriate staff.
16. To be efficient in the use of all supplies and highlight deficiencies to the Head Cook/ Cook and/or Registered Home Manager.
17. To be familiar with the fire policies, to know where the fire points are, to take part in fire training and fire drills.
18. To use personal protective equipment, (e.g. gloves, aprons) as supplied by the company, where appropriate.
19. To report all accidents and to ensure that any accidents are recorded in the accident book.
20. To report any concerns or complaints raised by Service users, or their representatives, and direct any enquiries which are outside of your scope of knowledge or role in a responsible manner and in a timely fashion to the Registered Nurse or Home Manager.
21. To be aware of the whistleblowing procedure and be committed to informing the Registered Nurse of Home Manager where the observed practice of your colleagues may be unsafe or inappropriate.
22. To be committed to protecting Service Users from Abuse, neglect, harm, exploitation or discrimination and to receive regular updates & training with regard to the principles and procedures of the Protection of Vulnerable Adults (PoVA) and the 'In Safe Hands' guidance and South Wales Adult protection procedures.

## **DUTIES**

1. To be familiar with the care plans of Service user's regarding their nutritional needs and any restrictions to dietary and fluid intake they may have under the direction of the Head Cook/Cook including assistance with the preparation of specialised diets.
2. To give Service users assistance with menu choice when required, and assisting with the provision of protective items at meal times e.g.

aprons, and any other adaptation they may need e.g. plate guard, adapted cutlery.

3. To ensure storage areas within the catering department are well stocked and clean and that stock is rotated according to date etc. That stock is provided for the Head Cook/Cook when required with regard to meal preparation.
4. To clean up spillages immediately and/or request help from the cleaning staff if circumstances do not allow you to proceed e.g. bodily fluids, etc. To clear soiled laundry into appropriate bags and ensure that all waste is disposed of correctly.
5. To assist in serving meals and drinks and give discreet, sensitive assistance to Service users who need help with this activity including the reporting of any changes in dietary/fluid intake to the Head Cook/Cook.
6. To maintain discreet observation at all times in order to safeguard the security, well-being and comfort of the Service users; including the summoning of help in an emergency situation and being aware of the name and location of the nominated First Aider and Fire Warden for your shift. Whilst respecting the rights of Service users seeking to ensure that their behaviour does not harm themselves or other people.
7. To assist in providing activities for Service users and as required supporting activities outside of the home. To engage Service users in conversation and remain pleasant and courteous in manner at all times. Promoting independence of Service users while protecting them as far as possible from danger or harm.
8. This list is not exhaustive and on occasions you may be reasonably directed to undertake additional duties.

***Job Descriptions are always subject to review by the Registered Home Manager and any reasonable instruction not contained in the above description must be adhered to.***

**Employee**

Print Name .....

Date .....

Signature .....

**Line Manager**

Print Name .....

Date .....

Signature .....