

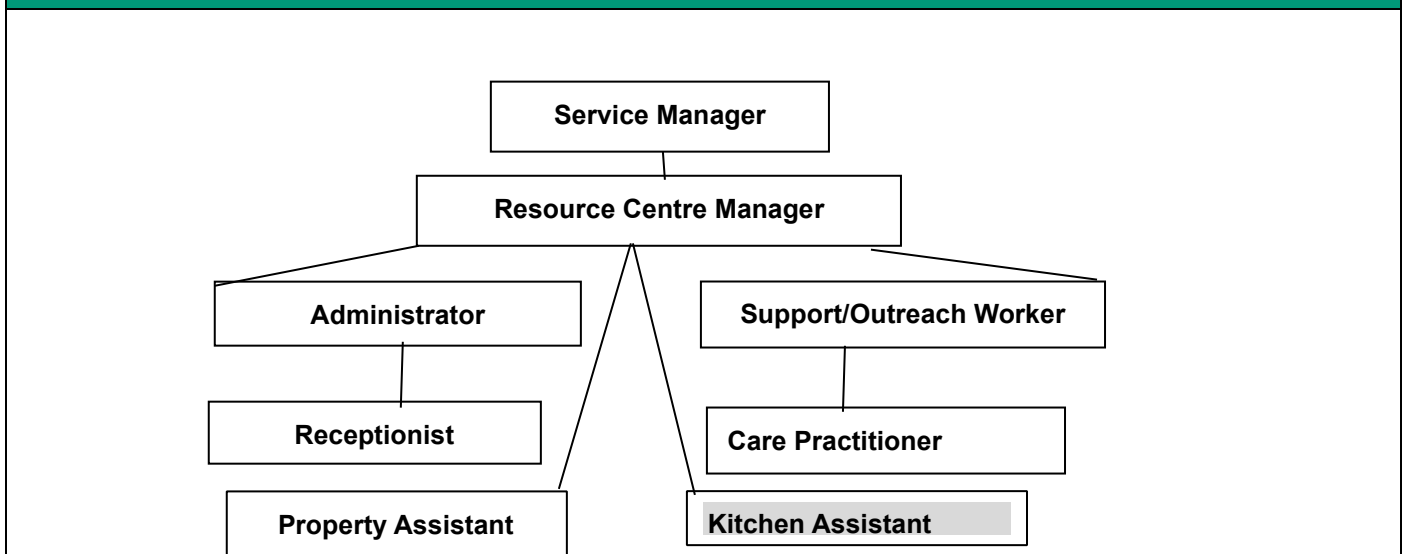
Job Description and Person Specification

Job title:	Kitchen Assistant
Directorate:	People
Service:	Adult Social Care
Team:	Provider Services – Day Opportunities
Post Number	04862
Salary grade:	B
Work location:	Phoenix Resource Centre
Reports to:	Resource Centre Manager
Supervises:	n/a

Job Purpose

- Keeping the kitchen organised, clean and running smoothly
- Prepare and cook dishes ordered by customers during service
- Ensure your personal hygiene during service at all times
- Friendly and able to build both team and guest rapport

Structure Chart



Main Duties and Responsibilities

- To undertake general kitchen duties including preparing and cooking light dishes ordered by customers during service.
- Preparing light lunches and refreshments, ordering supplies and receiving and checking of goods.
- To comply with all statutory and WBC Policies and Procedures.
- Keeping the kitchen organised, tidy, clean and running smoothly.
- To participate in training and development appropriate to the role including supervision, appraisal.
- Basic food preparation.
- Food service to customers and staff.
- Working on the tills during service.
- Cleaning duties within the kitchen and the dining area.
- Friendly and polite customer service.
- Work with management to deliver catering services within the day service while delivering high quality service to customers and others.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.
- To adhere to the West Berkshire Council dress code and to represent the council in a professional and appropriate manner at all times whilst at work.

SCOPE OF JOB (Budgetary/Resource control, Impact)

none

Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
Food hygiene level 2 or equivalent	E	1
Experience		
Previous experience of working in a busy kitchen environment	E	1
Previous experience of working in social care in a work or voluntary capacity	D	1
Approachable, happy to help and able to remain calm under pressure	E	2
Friendly and able to build both team and customer rapport	E	3
Managing money (stock taking, using the till, ordering and receiving of goods)	E	4
Ability to cook and prepare meals	E	5
Responding to customers with a variety of needs/conditions	D	2
Knowledge and understanding		
Basic knowledge of health and safety practices	D	1
Full of passion and enthusiasm for exceeding customers satisfaction through food excellence	E	1
Familiar with food hygiene procedures	E	2
Ensure compliance with hygiene and health and safety legislation/guidelines	D	2
Skills and abilities		
Basic food preparation	E	1
Food service to customers and staff	D	1
Able to ensure your personal hygiene during service at all times	E	2
Health and safety awareness	E	3
Ability to work on own or as part of a team	D	2
Work-related personal qualities		
Ability to relate to customers with a variety of needs / conditions	D	1
Adaptable and flexible.	D	2

Approachable, happy to help and able to remain calm under pressure	E	1
A team player who is organised, hard-working and driven to learn new skills	E	2
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	1
Tact and sensitivity	E	2
DBS Check (Basic level)	Yes	n/a
Politically restricted post?	No	n/a