

JOB DESCRIPTION - KITCHEN ASSISTANT

Responsible to: Registered Manager or other senior member of staff directed by the registered manager.

Purpose of Position: To assist the cook in the preparation of a healthy diet for the residents within the Home.

Values: To promote and adhere to the Greensleeves Care -Workplace values of respect, openness and responsibility.

Principal Responsibilities

- Prepare and serve food and drink required for breakfast
- Prepare vegetables as required for the daily meal.
- Undertake cleaning duties within the kitchen and dining areas as required, including refrigerators, ovens, and microwaves and surrounding work surfaces etc.
- Undertake regular sweeping, mopping and vacuuming of floors as necessary.
- Wash up as required during the preparation of the meal, including pans used by the cook.
- Assist the cook in light cooking duties.
- Lay the tables, prepare trays and trolley etc for meals.
- Assist with serving of meals, drinks as required.
- Undertake washing up duties as required.
- Dispose of waste appropriately.
- Participate in training and support meetings as required.
- Adhere to policies and procedures within the Home and the Trust.



In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____