

## **JOB DESCRIPTION - Dining Room Assistant**

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

**Purpose of Position:** To assist the cook, kitchen assistants and care assistants in the service of meals in a professional manner, and to assist residents in the dining areas as needed.

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

### **Principal Responsibilities**

- Prepare the dining room for residents' service.
- Assist residents in finding an appropriate seat and table at which to eat.
- Serve meals to residents and respond politely and professionally to any additional requests.
- Assist residents that require any help to eat or drink.
- Undertake cleaning duties within the kitchen and dining areas as required, including refrigerators, ovens, and microwaves and surrounding work surfaces etc.
- Wash up as required during the preparation of the meal, including pans used by the cook.
- Lay the tables, prepare trays and trolley etc for meals.
- 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 \_\_\_\_\_