

JOB OUTLINE	
JOB TITLE: Kitchen Assistant	JET CODE: 6982
DIVISION: Infrastructure	
SERVICE/BUSINESS UNIT: Partnerships and Community Services	
REPORTING TO: Cook Supervisor	
RESPONSIBLE FOR: None	
JOB PURPOSE: To assist in the provision of a quality meal and function service in Residential Care Units within East Lothian Council in accordance with relevant legislative requirements including health and safety, food hygiene, Hazard analysis within the food industry.	
MAIN DUTIES: • Assist in the preparation of meals and maintenance of kitchen hygiene. • Ensure that a high standard of cleanliness is maintained throughout the kitchen and associated areas e.g. fridges, freezers, ovens and stock cupboards. • Clean and maintain all kitchen surfaces, fixtures and fittings. • Wash, dry and store all kitchen equipment, crockery and utensils. • Empty and clean refuse bins. • Clear dining room tables after each meal and set tables prior to each meal. • Ensure that a high standard of cleanliness is maintained in the dining room. • Assist in the serving of meals. • Carry out simple food preparation and cooking duties. • Prepare beverages. • Transfer food in trolleys from kitchen to dining area. • Operate and maintain mechanical catering aids, e.g. potato-peeling machines, in accordance with operating instructions.	

- Take reasonable care of personal health and safety and co-operate with management to enable compliance with the Council's health and safety rules and legislative requirements.
- Comply with Unit Training and Procedures.
- Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Elementary Food Hygiene Certificate.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Elementary Food Hygiene Certificate	Food and Health Certificate.
Previous Experience (Paid & Voluntary Work)	Previous kitchen and food preparation experience.	Experience working in a care home or similar environment. Experience of providing customer care.
Knowledge/ Skills /Competencies	Effective verbal and written communication skills. Effective organisational and time management skills.	
Personal Qualities	An understanding of the needs of residents. Ability to work on own initiative and as part of a team. Ability to work without close supervision. Ability to work flexibly as part of a team. Ability to work under pressure and meet deadlines.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	

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