

JOB PROFILE

Post Title: Kitchen Assistant

Post No: Generic

The Kitchen Assistant will undertake, normally under the general direction of a higher graded operative in a kitchen, the preparation, simple cooking, and serving of food in a residential care home or other similar establishment.

The Kitchen Assistant will be aware of and adhere to health and safety rules and regulations (including COSHH regs) relating to all aspects of the post including the use of electrical equipment.

Specific duties will include:

- Cleaning of the kitchen, its surrounds and equipment to ensure that it is kept in a hygienic condition
- The basic preparation of food and beverages - for example, the preparation of vegetables and snacks
- Simple cooking*, transportation** and serving of meals
- Operation of powered equipment including domestic-type laundry equipment.***

* 'Simple cooking' includes the heating and/or reconstitution of convenience foods and vegetables, and assisting a higher graded operative where clear instructions are available.

** 'Transportation of meals' is the physical movement of prepared food from the kitchen to the appropriate serving point, and may include the packing and loading of food containers and their unpacking and unloading.

*** "Domestic type laundry equipment" includes commercial washing/drying machines designated to accommodate dry loads of up to 10 kilograms, and compatible dry, steam and rotary irons.

From time to time the Council may require the postholder to undertake duties outside those specified.

PERSON SPECIFICATION

Post Title: Kitchen Assistant

Post No: Generic

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment & selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **Excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's Values, please visit the Shetland Islands Council's website and search for 'Our Values'

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	Commitment to working with service users Commitment to a high standard of hygiene and cleanliness Discretion Trustworthy Non-judgemental attitude Tolerant and sensitive	
<u>Relevant Experience</u>	Experience in operating electrical kitchen equipment Experience of working with hazardous substances e.g. bleach	Experience of working in a care setting Food Hygiene Certificate

Education

General awareness of Health &
Safety regulations including
COSHH Regulations

Skills, Abilities and
Knowledge

Ability to maintain confidentiality

Physically Fit

Team Worker

Ability to work from instructions
without direct supervision

Allowances: Distant Islands Allowance

Evaluated Grade: C

Date of Evaluation: 22/01/2010

Category: Trades & Operational

PVG Membership: Adults

Disclosure Check: -

Pre-Employment Medical Questionnaire: -

Date of Last Amendment: 17/09/2026