

JOB DESCRIPTION

Domestic Assistant (Kitchen)

Directorate and

Section/Unit:

Post Number:

Scale:

Reporting to:

Adult Social Care, People directorate

Howbury House

Scale 1 SCP 2

Centre Manager or Senior Member of Staff

Main purpose of role:

- To assist the cook in the preparation of hot meals, cold meals, and snacks, and to prepare simple meals in the cooks' absence.

Key Accountabilities:

- To undertake the general cleaning of kitchen equipment and premises and to wash up utensils and crockery etc., as appropriate.
- To comply with the Statutory Regulations contained in the Health and Safety at Work Act, ensuring that appropriate levels of hygiene and cleanliness are maintained in the kitchen and related areas.
- To provide a satisfactory service of food to service users and staff.
- To undertake basic cookery under the direction and supervision of the cook.
- To prepare simple meals in the cooks' absence

Other Duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and / or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal Worcestershire County Council staff

External Family and significant others of the Service Users (e.g. friends, representatives), other professionals

Notes

The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: J.Creese

Date: 23.05.24