

Job Description

This job description is not exhaustive and is intended only as a guide to the range of activities associated with the post.

JOB TITLE:	Kitchen Assistant, Caroline Court Day Centre £11.44 per hour 16 hrs per week + 8% employer contribution pension
RESPONSIBLE FOR:	Delivery of a main meal and refreshments for Members and the maintenance of a safe and effective environment in Bakewell Day Service.
RESPONSIBLE TO:	Day Centre Manager Chief Executive Services and Influencing Programme Board
JOB PURPOSE:	To deliver the Caroline Court Day Service sociable meal as part of the day service experience for older people to support their health and wellbeing and to provide carers respite from their caring role.

The Service: The Day Centre aims to reduce the symptoms of loneliness and isolation amongst older people in Hope Valley and the surrounding villages. The service provided includes transport to and from home, fully trained staff to provide personal care and support, a sociable meal and refreshments, activities, exercise and emotional support.

Involving older people in everything we do is fundamental to our charity. In day services our service users are referred to as 'Members' of each day club and as members they influence every aspect of *their* day. They discuss, agree and vote on changes or improvements and decide on big issues like their trips or parties! Our Members bring their own skills as assets to the group sharing their talents in activities we build around them, restoring confidence and self-esteem as valuable members of their community.

Base: The Day Centre is delivered in Caroline Court, Hope Valley. The Day Centre uses a large, open plan space with a hard floor for dining and craft activities and for seating, exercise and activities. There are toilet facilities and a kitchen and store area for the service's equipment. The Centre operates an open-door policy. It has parking spaces for all staff and access transport vehicles.

The Role: The Caroline Court Day Centre Kitchen Assistant works within a small team to deliver the day service four days per week (Monday, Tuesday, Wednesday & Friday) with annual closure periods to deliver 48 weeks per year. The care team share all responsibilities and tasks working in the day centre throughout the delivery of the service. The main meal at midday is the highlight of the day! It is often the only sociable meal our Members have each week. The kitchen assistant role involves preparing and cooking pre-cooked frozen meals and preparing light meals as required (eg. heating soup, making a sandwich or toast), working with the Manager to select menus and maintain food stocks, maintaining excellent standards of food hygiene including cleaning the kitchen before and after use, cleaning up after the meal including loading the dishwasher and providing refreshments and light snacks.

You will work with a great team of care assistants and a manager who all work together to deliver the service. Although you'll work alone you won't be lonely and you'll have a helping hand when you need it. If you are a practical, calm and organised person cooking the frozen meals and managing the kitchen is a great opportunity to contribute to our day centre and the experience of older people who look forward to their special day each week.

Major Tasks:

Planning

- To work with colleagues to plan and provide an appropriate, stimulating range of meals to meet the social, physical, intellectual and emotional needs of older people using the day centre in accordance with the requirements of their care plans.
- Monitoring frozen food stocks and pantry supplies and ordering stock as required.
- Rotating stock to ensure effective use of resources and to maintain excellent food hygiene.

Delivery

- To work as part of the staff team with older people to enable them to maintain the best possible nutrition and hydration during the day centre day.
- To clean shared kitchen area and equipment before and after use and record cleaning schedule.
- To prepare, cook and serve a two course meal on time for up to 16 people.
- To prepare light snacks for clients with low appetites including heating canned soup, making toast or sandwiches.
- To maintain Members dignity and self-care skills by using care plan information to ensure food is appropriate and safe.
- To clean dining area after use, load the dishwasher and leave the kitchen and dining area clean and tidy.
- To remove food waste, refuse and debris and dispose of it in accordance with our room hire requirements.
- To maintain a safe working environment. Including monitoring and supporting health and safety and the personal safety of users, staff and volunteers.
- To provide the service in compliance with Age UK Derby and Derbyshire policies and procedures and good practice recommendations.

Development

- To plan, prepare and deliver 'special' meals to coordinate with Day Centre activity plans eg Jubilee parties, special birthdays, Wimbledon strawberries and cream etc.
- To work with the Manager to plan and deliver 'taster' sessions to trial new menu options and gather feedback from Members.
- To help plan and deliver, as a team 4 small local community fundraising events per year.

Supporting tasks

- To manage client information in accordance with General Data Protection Regulations using manual records and CharityLog.
- Work with The Medway Centre staff to maintain the kitchen and its environs in good order and within the terms of room hire.

Other Tasks:

- Working with the Manager to ensure the Bakewell Day Centre functions smoothly and professionally maintaining regular opening hours, reliable customer care, and to promote effective use of the premises.
- Contribute to the quality assurance programmes used by AUKDD.

Communication:

- To communicate with the Bakewell Manager regularly to plan work, update and develop the service.
- To communicate effectively with any service users or carers.
- To maintain the highest levels of professionalism in handling confidential data, information and disclosures from individuals, organisations and services.
- To work within AUKDD policies and procedures.

Training and Development:

- To complete all mandatory training and induction for the role as directed by the Bakewell Manager.

- To actively engage with training and personal development opportunities to extend areas of knowledge and develop expertise.

Health and Safety:

- To exercise proper care to follow best-practice and use facilities appropriately.
- Maintain and develop the presentation of Bakewell Day Centre and its resources, providing safe, welcoming, comfortable and functional spaces for older people.
- Support the cleaning and maintenance of the Bakewell Day Centre, managing infection control and responding to emergency situations.
- To take reasonable care for personal health and safety and have regard to other persons who may be affected by the performance of duties, in accordance with the provisions of Health and Safety legislation and actively encourage, promote and reinforce all Health and Safety procedures in accordance with the guidelines laid down in the AUKDD Health and Safety guidance and procedures
- To exercise proper care in handling, operating and safeguarding any equipment or appliance provided, used or issued by AUKDD or provided by a third party for individual or collective use in the performance of duties.

Equality and Diversity:

- To uphold the AUKDD Equality and Diversity policies and practices thereby promoting fair and quality services to all.

General:

- To work in a positive and friendly manner with other work groups to ensure the effective use of skills, resources, time and effort.
- To carry out any other duties relating to the post as agreed with the Bakewell Manager.



Person Specification

We are happy to consider people with a lifetime of experience, skills and qualifications to bring to the role or someone keen to learn and become a great Kitchen Assistant. If you are new to the role please focus on the Qualities and Skills you have and we'll help you get the Qualifications, Experience and Knowledge.

To be the ideal Kitchen Assistant you will need:

	Essential	Desirable
Qualities	<ul style="list-style-type: none"> • Patience • Calm and friendly • Conscientious & able to work alone 	<ul style="list-style-type: none"> • Energy and enthusiasm
Skills	<ul style="list-style-type: none"> • Good organisational skills • Good physical health with suitable levels of physical fitness to perform duties • Basic administrative skills to do stock-taking and ordering 	<ul style="list-style-type: none"> • Cooking or food preparation
Qualifications	<ul style="list-style-type: none"> • Food Hygiene • Food preparation 	<ul style="list-style-type: none"> • A commitment to ongoing learning and development
Experience	<ul style="list-style-type: none"> • Food preparation • Assessing need and managing risk • Working collaboratively 	<ul style="list-style-type: none"> • Food preparation for large numbers
Knowledge	<ul style="list-style-type: none"> • Understanding of confidentiality 	<ul style="list-style-type: none"> • Nutrition and hydration for older people