

## **JOB ROLE PROFILE & PERSON SPECIFICATION**

Post Title and Number: Kitchen Assistant

Present Grade: Scale 1B

Service/Section/Team: Independence and Well Being Enfield Limited

Reports to (title): Team Leader

Standard hourly rate: £10.71

To apply to join the Talent Bank for this role, please complete your C.V. detailing work experience and qualifications and email to [talent@iwenfield.co.uk](mailto:talent@iwenfield.co.uk)

All areas will be explored further if your application proceeds to interview stage.

**Please note that this work is offered on an “as and when” basis and you will not be an employee of Independence & Well Being.**

### **Purpose of the Role:**

To maintain catering assistance and cleaning services skills at an agreed level. Undertake such training and development as may from time to time be required to maintain agreed standards, legislative requirements, relevant regulations and in line with accepted best practices.

### **Key Accountabilities:**

1. Work as part of a team to meet the needs of service users.
2. Cleaning within the service to ensure it is maintained to a high standard of hygiene and cleanliness.
3. Kitchen and dining area duties, e.g. laying and clearing of tables and washing up.
4. Food preparation, assisting the cook in meal preparation and undertaking the preparation of light snacks.
5. Preparing and serving refreshments.
6. Operation of equipment, including dishwasher, food slicer, laundry and cleaning machines etc.
7. To take responsibility for the preparation of meals in the absence of the cook.
8. Participate in supervision and annual performance development review.
9. Participate in fire and emergency procedures.

10. Attend training courses as required by the management team.
11. Undertake any other duties commensurate with the grade as directed by the Manager
12. Carry out all accountabilities in compliance with Company policies and procedures.

#### **Key Relationships (Internal and External):**

Service Users  
Relatives/Families  
Independence and Well Being staff  
Enfield Council staff

#### **Equality and Diversity:**

Independence & Well Being has a strong commitment to achieving equality in its service to the community and the employment of people and expects all staff to understand, comply with and promote its policies in their own work.

#### **Health and Safety:**

Staff shall ensure that the duties of the post are undertaken with due regard to Enfield Council's (Parent Organisation) Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

#### **Corporate Health and Safety Responsibilities**

All staff have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Staff shall co-operate with Independence & Well Being by allowing it to comply with its duties towards them. This requires staff to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Staff shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Staff shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, or Director of the company.

#### **Information Security:**

In order to protect the confidentiality, integrity and availability of information, including information provided by customers, partner organisations, and other third parties, where applicable, staff will comply with Enfield Council's Information Security Policy.

#### **Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:**

Independence & Well Being is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Company will ensure that recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Company must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Independence & Well Being.

## PERSON SPECIFICATION

**Job Title:** Kitchen Assistant

**Grade:** Scale 1B

**Department:** Independence & Well Being

KNOWLEDGE, SKILLS & ABILITIES	HOW TESTED
<p><b>Job Specifics – Skills, Experience, Knowledge, Behaviours</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. As a regular and intrinsic part of this role requires you to speak to members of the public in English, the ability to converse at ease with customers and provide advice in accurate spoken English is essential and consistent with the requirements of this role. This role also requires you to be polite and courteous when conversing with the public.</li> <li>2. Applicant must have a current food hygiene certificate and be prepared to successfully undertake essential food handlers training with Enfield Council (Parent Organisation) and continue to achieve a pass mark in subsequent courses.</li> <li>3. Ability to ensure the highest level of food hygiene and cleanliness in the kitchen and stockroom.</li> <li>4. Previous experience of using a range of kitchen equipment (slicer, mixer)</li> <li>5. Ability to check food stuffs on delivery &amp; ensure correct quality, quantity and date limits are adhered to.</li> <li>6. Ability to take over the duties of the cook in the case of absence.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Previous experience of catering for a range of dietary requirements.</li> <li>2. Ability to produce a large number of meals to a deadline.</li> </ol>	<p>Application – A Test – T Interview – I</p> <p style="text-align: center;"><b>A/I</b></p>

## Behaviours

Appropriate behaviours are key to the delivery of our vision for Enfield.

We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;

### **Takes Responsibility**

We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.

### **Is Open, Honest and Respectful**

We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.

### **Actively Listening and Learning**

We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.

### **Working Together to find solutions**

We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.

**Candidates: Please ensure you address these behaviours in your responses to the essential and desirable (if applicable) criteria above.**

**A/I**