JOB DESCRIPTION

Post: **Kitchen Assistant/ General Domestic**

Location: **All services**

Accountable to: **Service Manager/ Deputy Manger**

WORKPLACE VALUES

The post holder will be expected to operate in line with our workplace values, which have been co-produced by individuals who use our services.

Our core values:

- **Big Hearted:** we say that we are proud of the quality of care, empathy and kindness we offer to the people we support and each other;
- **Count on Us:** we act in a way that you can rely on us to be able to meet the needs of the people we support and each other;
- **Together as One:** we say that we take pride in working as a team to deliver a very person-centred service;
- **People Focused:** we recognise the importance of transparency, trust, recognition and development within our workforce.

JOB PURPOSE

To carry out a range of domestic duties to ensure a high standard of cleanliness and a pleasant, safe and clean environment is maintained at all times.

Assist in the kitchen including serving of meals and refreshments.

MAIN DUTIES

1. General cleaning tasks according to schedules of work.

2. Kitchen domestic duties as necessary (including the serving of meals and refreshments), in accordance with regulations and guidance relevant to food preparation, cooking and storage.

3. Use all materials, equipment and machinery safely and in accordance with guidance from manufacturers ensuring that items are stored safely and securely after use.

5. Take reasonable care for the health and safety of yourself and others by taking positive steps to understand hazards in the workplace, complying with safety guidance and ensuring that nothing you do, or fail to do, puts others at risk.

6. Take part in regular supervision sessions and team meetings and contribute to good communication overall by sharing relevant information with colleagues.

7. Maintain appropriate records as required.

SPECIAL CONDITIONS

N/A

OTHER

There is an expectation placed on all employees to achieve the appropriate level of qualification required for the job role.

GENERAL

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. In particular the post holder will be self-motivated and will effectively prioritise activity to achieve the maximum benefit.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The organisation has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the organisation.

Due to the nature of the post, the individual will be required to undertake any checks as required under Safeguarding and/or relevant employment legislation.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of conduct, codes of practice and legislation in relation to the General Data Protection Regulations.

Undertake and participate in training, coaching and development activities as appropriate.

A Standard DBS Check is required.

Date: May 2025

PERSON SPECIFICATION

Jobholder Requirements Kitchen Assistant/ General Domestic	Essential	Desirable
Qualifications No specific qualifications required for this post		
Experience & Knowledge Experience of undertaking general cleaning and domestic tasks	✓	
Skills/Attributes/Aptitudes Ability to undertake all aspects of cleaning work including the operation of powered floor polishers, cleaning kitchen areas and if necessary, laundry equipment Ability to communicate well with others The ability to understand quickly and respond sensitively to the needs of service users Ability to work as part of a team The ability to complete routine records Reliable and punctual Able to work flexibly, independently or as part of a team Positive and enthusiastic approach to work Tactful and diplomatic approach to others Receptive to change Ability to demonstrate behaviours that are aligned to the Company's core values	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Specific Requirements Standard DBS Check	✓	