



Alzheimer Scotland - Action on Dementia

Job Description

Inverness Services – Kitchen Assistant

Purpose of the Post

The Kitchen Assistant is an integral part of the day services team. The person will be responsible for serving nutritionally balanced food which is cooked and the preparing of hot and cold light snacks. Also adhering to food safety standards and hygiene and to provide assistance to support staff ensuring specific dietary requirements are met for the people who attend day services.

Main duties and responsibilities

1. To serve meals in accordance with Environmental Health and Health and Safety Legislation.
2. To prepare & serve a range of hot and cold snacks in accordance with Environmental Health and Health and Safety Legislation.
3. To ensure an exceptional standard of cleanliness is maintained in the kitchen area in line with Environmental Health Guidelines
4. To order all foodstuffs required and maintaining an efficient stock/control rotation system.
5. To update COSHH and HACCP records on a regular basis.
6. To participate in staff meetings and training activities as required.
7. To ensure laundry requirements are met.

Accountability

The Kitchen Assistant is accountable to the Service Manager and or Practice Team Leader.

The post holder will be subject to a protection of Vulnerable Groups Check by Disclosure Scotland.

Salary - The post is graded at scale 8, please see the advert for further details.

This job description is open to review by the organisation at any time.



Person Specification – Kitchen Assistant

This person specification should be read with the job description for the kitchen assistant post. Please note that these competencies are not ranked in order of priority. The following criteria will be used in selecting a candidate.

Competency	Essential	Desirable
Attitudes and values		Understanding of and empathy with the organisation's aims and values.
Education	Basic standard of literacy to read instructions. Ability to understand instructions.	
Experience	Previous experience of working in a similar post.	Basic understanding and/ or experience of the needs of people with dementia
Physical ability	Ability to undertake all the physical aspects of the post. Ability to move and use domestic type cooking appliances.	
Skills, knowledge and aptitude	Food Hygiene certification and/or other similar qualification. Knowledge of Relevant Health & Safety Regulations Ability to work under pressure at times.	Ability to work as member of a team. Basic understanding of IT systems and packages.
	Commitment to achieving high standards of cleanliness and hygiene. Willingness to be flexible and work additional hours when needed. Willingness to undertake training if required. Trustworthy and reliable.	
Other	Must use personal protective equipment as supplied.	

This Person Specification is open to review by the organisation at any time and was updated in May 2018