

# JOB DESCRIPTION

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| <b>Job Title:</b>      | Kitchen Assistant                                                                |
| <b>Location:</b>       | Corkey House, 1 Forthriver Crescent, Belfast, BT13 3SR                           |
| <b>Council:</b>        | Social Witness, Older People Services                                            |
| <b>Salary Scale:</b>   | £12.71 per hour                                                                  |
| <b>Hours:</b>          | 28.5 hours per week (8am – 6pm x 3 shifts to be worked flexibly across the rota) |
| <b>Responsible to:</b> | Service Manager                                                                  |

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## MAIN FUNCTION OF JOB

To assist the Cook in the preparation of nutritional meals to meet the needs of the residents, working within the Christian ethos of Corkey House.

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## BACKGROUND INFORMATION

The Council for Social Witness (Older People Services) is part of the work and witness of the Presbyterian Church in Ireland and its aim is to provide care for older people in a specifically Christian ethos and environment, placing great emphasis on offering spiritual support and encouragement to residents, as well as physical care.

Corkey House is one of 7 homes for older people run by the Council for Social. The purpose-built home accommodates 35 residents who have a variety of physical, social, emotional and spiritual needs and varying levels of dependency.

The home operates a No Smoking Policy

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## RESPONSIBILITIES AND DUTIES

1. To assist the Cook/Assistant Cook with food preparation.
2. To serve food.
3. To take rubbish to bins.
4. To clean and tidy work areas.
5. To clean and tidy kitchen areas including shelves, drawers and cooker.
6. To clean floors, tiles and appliances.
7. To wash dishes.
8. To assist with the preparation of snacks (e.g., tea, sandwiches, suppers) etc.
9. To prepare vegetables.
10. To clean and tidy dining room.

11. To carry out any other reasonable duty as required by the management of the Home, which is necessary for the support and well-being of the residents.

***STAFF MUST USE THE EQUIPMENT PROVIDED IN THE CARRYING OUT OF THEIR DUTIES***

In carrying out the duties of Kitchen Assistant, the person will require the following:

- To be in sympathy with the Christian ethos of the Presbyterian Church in Ireland.
- To have integrity, honesty and patience.
- To have an understanding of the needs of the elderly in a nursing/residential home situation.
- To have an even temperament.
- To have an ability to work as a member of the caring team.
- To have an ability to treat residents as individuals and tolerate their likes and dislikes.
- To respect the authority and direction of the senior members of Staff in the Home.

**This job description is intended to be neither definitive nor restrictive and can be changed or augmented at any time to meet changing needs.**