

Reporting To : Cook
Responsible To : Cook

1. Responsible For:

Assisting Cook In All Areas Required.

2. Minimum Qualifications:

None (Will be required to undergo training in Basic Food Hygiene).

3. GENERAL:

- The Catering Assistant must be experienced mature and reliable person who is fully competent in all aspects of kitchen work and who can assist in producing a variety of menus, including catering for special dietary needs.
- The Catering Assistant is part of the care team, but does not deal directly with residents.

4. DUTIES:

- To ensure the prompt preparation of all meals and beverages as required, including special diet meals and function work, and to check meals issued for quality, quantity and appearance.
- To prepare special diet meals to the precise instructions of the doctor or other persons as appropriate (including Rabbi's, Priests, etc).
- To ensure proper standards of cleanliness.
- To ensure the observance of safe working procedures and safety regulations and to remove from and use report to the Cook or Manager any item of equipment found to be faulty.
- To ensure the correct and economical use of materials and equipment and to ensure that wastage is kept to a minimum.
- To ensure that kitchen equipment, crockery and cutlery etc. is kept clean and ready for use. This will include the operation of the dishwasher when necessary.
- To adhere to the Kitchen cleaning schedule and complete all necessary paperwork.
- To assist the Cook and the Manager in the resolution of residents' catering complaints.
- To undertake any other duties as may be necessary from time to time.
- Adhere to all company's policies and statutory requirements of Food Safety (General Food Hygiene) Regulations 1995 as amended.

PLEASE SIGN: _____