

ST DAVID'S HOSPICE JOB DESCRIPTION

Job Title: Kitchen Assistant
Responsible to: Cooks
Accountable to: Head of Commercial
Responsible for: N/A

PURPOSE OF THE ROLE:

As a key member of the Catering Team, the Kitchen Assistant supports the Cooks in preparing and serving high-quality, nutritious meals to meet the needs of St David's Hospice patients, staff, volunteers, and visitors.

This role ensures that food safety standards and dietary requirements are upheld, contributing to the well-being of those in the Hospice's care.

The Kitchen Assistant also helps maintain the kitchen's organisation and cleanliness, enhancing the overall catering service.

DIMENSIONS & LIMITS OF AUTHORITY:

Assist the Cooks in food preparation.

Adhere to food safety regulations, including HACCP and COSHH guidelines.

Maintain accurate stock records.

Ensure proper storage of food supplies.

No direct financial or budgetary responsibilities.

Follow health and safety legislation as required by the Hospice.

MAIN DUTIES AND RESPONSIBILITIES:

- Assist in developing menus that meet the needs of Hospice inpatients, staff, and Café Dewi customers.
- Support the Cooks in preparing and cooking meals, ensuring all dietary needs are met, and food safety standards are maintained.
- Plate and serve meals to inpatients and staff as required, ensuring prompt and courteous service.
- Assist in providing food for catered events, ensuring presentation standards are met.

- Maintain a clean and organised kitchen environment.
- Support the Cooks in adhering to food hygiene standards and ensuring all areas are sanitised in line with HACCP and COSHH regulations.
- Take primary responsibility for washing up and maintaining kitchen equipment.
- Assist in managing stock levels, including rotating and storing food items appropriately.
- Support in maintaining accurate records of stock levels, ensuring that the kitchen is well-stocked with fresh supplies.
- Follow all health and safety guidelines, including the Health and Safety at Work Act.
- Report any incidents, accidents, or hazards to the Director of Finance & Resources immediately.
- Ensure that food safety legislation and hospice policies are adhered to.
- Handle and resolve customer complaints, referring any unresolved issues to senior staff.
- Maintain a friendly and professional approach when dealing with patients, staff, and visitors.

This job description is not exhaustive and may be subject to amendments in response to the evolving needs of the organisation, following appropriate consultation. The postholder will also be expected to perform other duties, within reason, as required to support the achievement of organisational goals.

PERSON SPECIFICATION:

	Essential	Desirable
<u>Education, Training & Qualifications:</u>	Relevant educational background Food Allergens awareness	Food Hygiene Level 1 HACCP Training Level 2
<u>Knowledge & Experience:</u>	Understanding of food handling, sanitation, and food storage best practices Basic food preparation and cooking techniques	Experience in a professional kitchen setting 1-2 years of experience in a similar role
<u>Skills & Attributes:</u>	Attention to detail Ability to work as part of a team Good communication skills Ability to maintain hygiene standards Empathy and understanding of hospice care	Ability to garnish and decorate food Knowledge of various cooking methods