



Job Description

Job Title: Kitchen Assistant

Reports to: Cook

Based at: Oaklea Convent

Date: September 2024

Job Purpose:

To assist in the preparation of meals as directed by Cook/Assistant Cook in order to provide the Sisters and their visitors with a nutritious and varied diet. To assist in the day to day running of the kitchen as directed by the Cook/Assistant Cook.

Objectives	Typical Tasks
<p>To assist in the preparation of meals, in order to provide the Sisters and their visitors with a nutritious and varied diet.</p>	<ul style="list-style-type: none"> - Fill in order forms for shopping deliveries. - Ensure all work activities comply with work instructions and SJOG policies and procedures - Ensure waste is kept to a minimum and disposed of quickly and effectively - Liaise with Cooks, Assistant Cooks, Operations Manager and the Sisters regarding required catering arrangements - As and when required assist in the provision of catering for any special functions - Ensure accurate stock control - Assist in the preparation and serving of meals - Carry out necessary tasks following the cleaning schedule - Follow directions and requests from Cook/Assistant Cook
<p>Be familiar and adhere to internal and external policies and standards</p>	<ul style="list-style-type: none"> - Behave in a professional manner at all times - Maintain good working knowledge of SJOG Health and Safety, Food Hygiene

	and Infection Control policies and procedures
Be aware of your responsibilities under the Health and Safety policy, taking all possible steps to ensure a safe working environment.	<ul style="list-style-type: none"> - Maintain a safe working environment - Report all incidents or potential hazards - Active monitoring – check temperatures of fridges/freezers and food, label and date all food clearly - Ensure appropriate dress – flat closed shoes, net hat, forearms and hands bare from clothing and jewellery - Nails to be kept short and unpainted - Report any repairs needed to Cook/Assistant Cook - Ensure equipment is of good working order and meets necessary standards.
Continuous self-development to ensure knowledge and skills are relevant to the service	<ul style="list-style-type: none"> - Keep up to date with skills and knowledge - Attend other training and development activity where appropriate - Read and seek to understand all relevant communications e.g. policies and procedures, and other written communication - Attendance at staff meetings as required - Ability to handle confidential information with discretion
Actively support the vision, philosophies and values of the Sisters of Mercy and the Charity	<ul style="list-style-type: none"> - Promote the core values of the Sister and the Charity – Hospitality, Compassion and Respect - Act in a non-discriminatory manner - Maintain confidentiality at all times - Undertake any other duties that are in keeping with the values of the Sisters and the Charity that you have the skill/ability to carry out

Dimensions:

Level of Disclosure: Enhanced

Person Specification	
Essential	Desirable
<ul style="list-style-type: none"> • Basic Food Hygiene Certificate (or willing to attain) • Experience of working in a busy kitchen 	<ul style="list-style-type: none"> • Intermediate Food Hygiene Certificate (essential within 12 months of appointment) • NVQ 1 / 2 or City & Guilds 706/1

- Able to manage time
- Knowledge of Health and Safety
- Good interpersonal skills
- Ability to work flexible hours (including weekends)
- Able to work under pressure
- Ability to follow instruction and use own initiative

- HSC 2 in Catering (or willing to attain)