

|  |
| --- |
| **ROLE PROFILE** |
| Role  | Kitchen Assistant |
| Grade |  |
| Division/service | Waterside Kitchen |
| Directly responsible to | Johnnie Wood- Catering Manager |
| Directly responsible for | Assisting the cook on day to day kitchen duties |
| Hours  | 23 per week |

**[Simple, attractive language up to 15 points)**

|  |
| --- |
| **Main duties and responsibilities/accountabilities** |
| 1 | Assist in the preparation and cooking of meals within the establishment, as attractively served as possible in consultation with the catering cook/manager |
| 2 | To complete and monitor all daily HACCP Control of hygiene, health and safety in the kitchen and associated areas. Complete appropriate records and complying with food hygiene regulations |
| 3 | Report faults/damage to equipment to the catering supervisor/manager. |
| 4 | Any other duties as directed by the catering cook/manager |
| 5 | Any kitchen cleaning duties needed also on a daily basis.  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |
| 13 |  |
| 14 |  |
| 15 |  |

|  |
| --- |
| **Experience, skills and qualities**  |
| Essential |
| 1 | You can give examples either personally or professionally how you are a good fit for our 4 values:Personal – We see the value in everyone and support people to reach their full potential. Progressive – We are driven by improvement and always look to find better solutions.Consistent – We are strong and dependable and can be relied upon to deliver quality services.Accountable – We all take personal responsibility and contribute towards successful outcomes. |
| 2 | [Further essential criteria to be added by manager up to 5 points] |
| 3 | Supportive, understanding, proactive, driven, reliable, team player |
| 4 | Full training on line given  |
| 5 |  |
| 6 |  |
| Desirable |
| 7 | [Desirable criteria to be added by manager up to 5 points] |
| 8 | Food Safety Level 2 Ideal |
| 9 |  |
| 10 |  |
| 11 |  |

|  |
| --- |
| **Review arrangements:** |
| The details contained in this role profile reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Aspire will expect to revise this role profile from time to time and will consult with the post holder at the appropriate time. |

Role Profile – Support Version 1 – April 2024

[Overall formatting/spacing to be reviewed when populated]