# JOB SPECIFICATION

Job Title: **DOMESTIC ASSISTANT (KITCHEN)**

Establishment:

Responsible to: Cook

## JOB DESCRIPTION

**Brief description of the job:** This job involves helping to produce regular meals that form a well-balanced and nutritionally sound diet for the students. It involves various tasks that are essential to making a kitchen an efficient and happy place to work. It requires high standards of hygiene and the ability to relate to colleagues and the young people who live here

**Key Result Areas:**

1 To attend for work reliably and punctually.

2 To attend any training as required and take part in a positive manner.

3 To know where Cambian Group policies are kept and to be aware of and follow their contents.

4 To be observant and do everything possible to protect students/residents and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes the need to report any incident of this type you witness, hear about or suspect.

5 To ensure that all students, residents and colleagues have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Cambian Group policies.

6 To help prepare, cook, serve food and drinks and clean in the kitchen, as required, complying with all regulations relating to food preparation, cooking and storage.

7 To carry out all tasks according to any schedule of work and to the standards set out.

8 To maintain the highest standards of hygiene and cleanliness.

9 To use all materials in an effective and economic way.

10 To clearly and promptly keep any required records.

11 To play a full part in building good relationships with other staff and with students/residents.

12 To contribute to good communication by (i) checking communication books, noticeboards, diaries and your pigeon hole every time you are on duty to check for information you need to know; (ii) attending meetings as required and; (iii) making sure you inform other people of things that are likely to be useful to them in their jobs.

13 To use all equipment and materials in a safe way, making sure that students/residents do not get hold of harmful tools or substances whilst you are using them. This responsibility includes ensuring that everything is stored securely in the correct place after use.

14 To take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for students.
This duty includes checking that any person entering Cambian Group property has a right to do so and their visit is recorded in accordance with Cambian Group procedures.

15 To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and it's objectives.

**The contribution you make by doing this job:**
By carrying out these responsibilities well, you will be helping to provide the best possible quality of care for the young people who live with us. You will also be helping to create a pleasant working environment for the other people who work here.

## PERSON SPECIFICATION

**For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.**

### Knowledge

1 Knowledge of methods of cleaning different surfaces

2 Knowledge safe working practice

### Skills and Abilities

3 Ability to attend work punctually and reliably

4 Ability to follow schedules and produce good quality work

5 Ability to maintain positive relationships with young people and staff whilst working in a busy environment

6 Ability to deal with external visitors in a welcoming and helpful manner

7 Ability to use a range of equipment and materials

8 Ability to follow laid down procedures as well as willingness to suggest changes to improve systems

9 Ability to communicate effectively

10 Ability to maintain appropriate levels of confidentiality

### Qualifications

11 No criminal record including convictions, cautions, reprimands or bindings over which may be relevant to the safety and welfare of residents or staff

### Experience

12 Experience of using equipment and materials in situations where care is needed to prevent harm to others

13 Experience of working as part of a team

Jobholder ..... Signed ..... Date .....

Manager ..... Signed ..... Date .....