

Job Profile Information: Kitchen Assistant

This supplementary information for *Kitchen Assistant* is for Job Level 1 Zone 2

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

- To assist the cook in undertaking kitchen tasks.
- To purchase, prepare, cook and serve meals as required.
- To ensure that all meals served are balanced and take into consideration all ethnic, religious and dietary needs of the clients and staff.

Example outcomes or objectives that this role will deliver:

1. To support the cook in preparing the meals within the Early Years Centre. This will include preparation, cooking, serving out.
2. To deliver drinks and meals to activity areas around the centre.
3. To wash crockery, cutlery, cooking utensils either by hand or in a dishwasher and clean kitchen appliances where appropriate.
4. To note when stocks of provisions need ordering and refer to cook so orders can be placed.
5. To take reasonable care for the safety of all cleaning machines.
6. To have day to day contact with clients of the establishment, being sensitive to their needs and reporting any concerns to senior officers.
7. To provide cover for the cook in the event of an absence.
8. To undertake any other such duties within the centre, that are commensurate with the nature of job and grade.

People Management Responsibilities:

N/A

Relationships;

The Kitchen Assistant is required to work very closely with cook in delivering the meals service with the nursery. There are also important links with the Head of Nursery, other centre staff, parents and children.

Work Environment:

- Work is subject to interruption to tasks but not involving significant change to the programme of work.
- Work requires normal physical effort with some periods of substantial effort.
- Work is in a kitchen environment which will involve some exposure to heat and noise.
- Work involves some risk to personal safety associated with a kitchen environment and the need for some lifting and carrying of supplies.
- Work is carried out in the context of clear working procedures and where options are generally well established.
- Responsibility for noting when stocks need re-ordering and alerting the cook to this, taking reasonable care for the all cleaning machines, undertaking duties with an awareness of health & safety, identifying and reporting any defects in equipment and ensuring high standard of hygiene is maintained.
- Post holder will work together as part of a team, focus on the needs of children in the Centre and take responsibility for the tasks listed above.

The post holder will also provide cover for the Cook in the event of any absence

Technical Knowledge and Experience:

Essential: Food Hygiene Certificate

- Knowledge of food hygiene
- Knowledge of basic health & safety requirements.
- Knowledge & ability to prepare, cook and serve meals within the Centre.
- Knowledge ability to maintain a clean, healthy and organised environment.
- Knowledge of stock control.
- Knowledge and ability to wash crockery, cutlery and cooking utensils

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

Chart Structure

