

ADULT COMMUNITY SERVICES**KITCHEN ASSISTANT - MIGNOT MEMORIAL HOSPITAL****PSE GRADE A****JOB DESCRIPTION****JOB SUMMARY:**

The successful applicant will be responsible for general cleaning duties in the kitchen and associated areas and stores, including the cleaning of equipment and premises, preparation of vegetables and fruit etc. Other responsibilities will include assisting in stock control and the serving of catering and beverage services to patients, plus other general duties as directed.

RELATIONSHIPS:

The post holder will report to and be accountable to the Head Chef and be responsible to the Hospital Administrator.

MAIN DUTIES AND RESPONSIBILITIES:

- To undertake the duties of Kitchen Assistant as necessary.
- To undertake such cleaning duties as may be required in the kitchen and associated areas.
- To provide beverage services at ward level, and the cleaning of the ward kitchenette and main kitchen.
- To handle, distribute and serve food in a safe and hygienic manner.
- To prepare and distribute ad hoc requests for the provision of catering refreshments as and when necessary.
- To be willing to adopt a flexible approach to shift patterns, provided that reasonable notice is given.
- To maintain a clean and hygienic appearance, ensuring that all protective clothing is worn as necessary.

- To ensure that all materials, chemicals, and equipment are used safely and according to manufacturer's instructions.
- To ensure compliance with The States of Guernsey's Health and Safety Policy, and any departmental policies.
- To ensure compliance with The States of Guernsey's Food Hygiene Policy.
- To participate in training and induction programmes as required.

KEY CRITERIA:

ESSENTIAL

1. Enjoy being part of a team providing an important element of hospital services.
2. Have pride in their work.
3. Able to demonstrate a good level of fitness, to undertake all tasks required.
4. Able to demonstrate a satisfactory employment history.
5. Have a flexible approach to shift patterns and to be able at times to work additional hours.
6. Have the ability to cover a range of duties, working unsupervised at times.
7. Have a pleasant personality.
8. Be able to communicate effectively with staff and service users.
9. Have a good understanding for the need of a high level of confidentiality.