

JOB DESCRIPTION

Job Title – Kitchen Assistant

CONTEXT OF THE JOB

- The purpose of the job is to assist with the provision of food preparation and other kitchen tasks to support the Kitchen Cook maintain an effective and efficient operation of the kitchen.
- The job reports to the Kitchen Cook.
- This job description was reviewed in June 2014.

KEY TASKS AND RESPONSIBILITIES

1. Food Preparation

- Undertakes general food preparation as required by Kitchen Cook
- Follow work schedules and set time frames
- Assists with meal service as directed
- Observes all kitchen hygiene and food safety practices

2. General Kitchen Duties

- Cleaning duties as required and directed by the Kitchen Cook
- Completion of all dishwashing

3. Hygiene and Food Safety

- Assists with documented cleaning schedule
- Safe Food Handling: ensure adherence to regulations and to Bupa policies and procedures
- Completion of a 'Safe Food Handling Course'
- Personal Hygiene: maintain a high standard of personal hygiene and dress for self and other kitchen staff

4. Confidentiality

- Information relating to a resident, other staff or Care Home business is treated as confidential.

5. Health & Safety

- Observe all Bupa Health & Safety policies.
- Report any incidents/accidents immediately
- Participate actively in hazard identification and report any unsafe conditions immediately.
- Ensure all cooking equipment/utensils are turned off prior to leaving at end of duty.

6. Other Duties

- Other related tasks as they develop or are required by management

KEY COMPETENCIES

- Show an ability to work well within a team
- Show an ability to adapt to change and work efficiently under pressure
- Show an ability to communicate well with others.
- Show an ability to follow clear directions and procedures.



- Show an ability to work well individually whilst co-operating with co-workers in creating a smooth work flow.

EXPERIENCE, TRAINING AND QUALIFICATIONS

- Secondary school education (three years or more) is highly desirable
- Work experience of at least 0-1 years.
- Ability to effectively and safely use kitchen equipment

VISION & VALUES OF BUPA

Bupa’s purpose is to help people live longer, healthier, happier lives.

We do this through our vision of ‘taking care of the lives in our hands’. Our strong caring ethics, dedication and respect are valued by people at some of the most vulnerable times in their lives. So trust is intrinsic to the way we operate as a business, wherever we are in the world.

Our values

At the heart of our service are our values. These are the principles that determine the way we behave and what we believe. They also bring us together as a family, giving us a common culture, and they inspire trust and loyalty in our people.

Passionate 	<p>Full of energy Love what we do and why we do it Love our customers</p>
Caring 	<p>Big-hearted and compassionate Treat people with respect and kindness Everyone and everything matters</p>
Open 	<p>Seek new ideas and other points of view Share freely Really listen and understand Embrace diversity</p>
Authentic 	<p>True to yourself Genuine and honest Say what we mean, mean what we say</p>
Accountable 	<p>Always responsible Take ownership Make it happen</p>
Courageous 	<p>Be brave Dare to try Speak up</p>
Extraordinary 	<p>Go above and beyond Be the best we can dream to be Deliver outstanding results, big and small</p>

Signed _____

(Employee)

(Employer)

Date _____

A job description is intended to give an appreciation of a role, the range of work and responsibilities involved and the important company values. The job description may be altered or added to from time to time.

Our purpose is
Longer, healthier, happier lives



What:
Bupa Promise

Know me
and my needs

Help steer my
decisions

Be there when
I need you

How:
Bupa Values



Health & Care