



Job description for kitchen assistant

Hours

From 14-38 hours per week.

Rate of pay

Variable from £6.20 to £8 per hour plus travelling expenses depending on location of client and shift/visit.

Brief Description

This role involves simple cleaning and food preparation tasks, such as washing up, cleaning floors and surfaces, peeling vegetables, making sandwiches and light snacks. A kitchen assistant may work at a service user's home, or alongside other kitchen staff in an organisation.

Administrative duties

- Send details of your availability to work to the co-ordinator.
- Ensure time sheets are collected, completed and handed in on time.
- Wear ID badge at all times while working, and uniform if required by the service user.
- Report all issues or concerns to your supervisor
- Attend all required training and supervision sessions
- Collect all necessary equipment, eg. Personal Protective Equipment from the office on a regular basis
- Collect necessary paperwork from the office weekly
- Complete and return issues form, daily record, diet record.

Care duties

- Write a care plan for each service user
- Maintain service user confidentiality
- Cleaning cutlery, crockery, surfaces and floors, use a dishwasher
- Empty bins
- Prepare sandwiches, simple snacks and drinks
- Follow appropriate health and safety procedures
- Familiarise self with security measures at the service user's home, eg. key safes and burglar alarms.



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- Check condition of manual handling, cooking and cleaning equipment and report any faults to a supervisor.
- Some night duties may be required.

Candidates must be prepared to work with the following service user groups:

- Children and their families
- people with special communication needs,
- people with sensory loss,
- people with dual sensory impairment,
- older people with complex health and care needs,
- people with terminal illness,
- people who have had a stroke,
- people with learning disabilities,
- people with dementia,
- people with challenging behaviour,
- people with infectious or contagious diseases,
- people with mental health problems including people subject to guardianship and supervision order under the mental health act,
- people from ethnic minority communities and or religious groups.

Person Specification

We are seeking candidates with the following qualities:

Essential skills:

- Basic qualifications in food hygiene, health and safety, COSHH
- Basic literacy and numeracy skills
- Good communication skills
- Full Driving licence and access to own transport an advantage
- Ability to navigate and give directions
- Ability to work with alone and with others
- Ability to treat vulnerable children and adults with respect, and promote their independence



Personal qualities

- Honest
- caring nature
- responsible
- dedicated
- reliable
- hard-working
- good personal hygiene
- organised, neat and tidy, punctual
- Prepared to travel anywhere within Norfolk and Suffolk
- Prepared to work at short notice.

If you are interested in the above job, or have any other questions, please call us on 01603 633561, or email recruitment@dorahealthcare.co.uk.
Office open Monday-Friday, 9am-5pm except bank holidays.