



## Job Description

Division / Section: Children's Social Care  
Clare Lodge Secure Children's Home, Glington, Peterborough

Job Title: Kitchen Assistant

Post No:

Grade: Grade 2

Reports to Post: Business Support Co-ordinator

Line Management  
Responsibility For:

DBS Check Applicable: Enhanced

**This post is exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions.**

Organisational Chart: Attached

Job Purpose: To assist the Cook in the production of a balanced, nutritious and attractively presented range of food stuffs and beverages for the Home.

JD Prepared by: Steve McFaden      Date: 14 May 2013

JD Agreed by Postholder:      Date:

Authorised by Asst Director:      Date:

### Main Duties and Responsibilities:

1. To assist and produce a range of food stuffs and beverages for the Home, maintaining Health and Safety and food hygiene standards. Preparation of drinks trays as required for meetings and other events held at the Home.

2. To maintain an awareness of the specific needs of individuals e.g. vegetarians, controlled diets and ethnic minority groups.
3. At the direction of the Business Support Co-ordinator to take responsibility for high standards of food hygiene including maintaining the cleanliness of all kitchen areas and food equipment. This will include the execution of cleaning schedules and the keeping of basic records.
4. To operate all kitchen equipment safely and to maintain security of equipment including the counting of cutlery etc after each meal. Reporting any loss of cutlery, equipment or faults to the Business Support Co-ordinator. To ensure equipment is left clean when not in use. To have general health and safety and fire prevention awareness, including procedures relating to the Home.
5. Assist with the process of the disposal of kitchen waste keeping records as required by the Business Support Co-ordinator.
6. To work as a team member in a way which supports colleagues within the Children's Home having appropriate respect for race, culture and gender issues.
7. To keep abreast of relevant developments, maintaining an awareness of current instructions circulated electronically, by staff meetings, information bulletins, circular letters or by verbal or written information given by Senior Managers. Participating in supervision, training and monitoring procedures designed to evaluate the impact of own work and that of the Home.
8. To carry out all responsibilities with regard to the Council's Equalities Policy and Customer Care Policy.

**Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible, Peterborough City Council reserves the right to make changes to your job description following consultation.