



**Kitchen Assistant**  
**Application Information**  
**Larchwood Care**

# Welcome

We are delighted that you have decided to apply to join the Larchwood Care Team.

Larchwood Care was established with the aim of becoming recognised as the leading provider of nursing care in Northern Ireland. We believe every employee, regardless of their position, has an equally important role to play in helping us to achieve this aim.

At Larchwood we **Care for Life** – We see our role as one that encourages and promotes a high quality of life for everyone who lives at a Larchwood home. We provide nursing care of a very high standard, and in doing so, we believe that the quality of each of our residents' lives can be actively improved.

Our employees are what will make our business successful and we do our best to ensure that we recruit the best people possible at all levels

Having recruited the best people, to retain them we provide our people with appropriate training and personal development so that they can contribute effectively, we reward our people appropriately and we encourage a positive work culture where feedback is encouraged and contribution is actively sought.

We believe that if people have the essential qualities required as a Kitchen Assistant we can provide further training to ensure you become a valuable asset to our business. If successful, we will commit to providing you with on-going training and support to ensure you become completely effective in your role. By promoting a culture of learning, we hope that you will be able to broaden your skills, take on more responsibility and be fully equipped to provide our residents with consistently high standards of food service.

At Larchwood, we offer flexible working hours and will try to accommodate individual needs. It is important that you indicate your hours of work suit you best.

This document provides a summary of the role of Kitchen Assistant which you should find useful when completing your application form. Please ensure that you tell us about any information you feel might be relevant to demonstrate your ability to care for others in your application form. We hope that if you are successful in joining us, you will quickly become proud to say that you are an essential part of the Larchwood Care team.

Job Description: Kitchen Assistant  
Responsible to: Care Home Manager, Chef Manager

Duties:

1. Report on duty by main entrance at agreed hours.
2. Ensure food is prepared and stored following guidelines from Environmental Health Department.
3. Prepare and serve breakfast.
4. Assist with service of meals to residents and staff.
5. Assist residents with feeding and complete necessary documentation when required.
6. Assist hospitality staff with clearing and cleaning of dining room.
7. Ensure thorough cleaning of kitchen areas as per cleaning rota and complete documentation. Adhere to all aspects of Food Safety and Food Hygiene regulations. Attend COSHH (Control of substances hazardous to health) training and use personal protective equipment as instructed.
8. Report to management and take out of commission any defective equipment until repaired.
9. Sign for deliveries as and when necessary.
10. Wash dishes.
11. Any other duties that contribute to care and well being of the residents and to the smooth running of the Home.

## PERSONNEL SPECIFICATION

### Kitchen Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Attainments (Education and Experience)</b>	Basic Food Hygiene knowledge and General Knowledge of HACCP	Intermediate Food Hygiene 706 level 1 & 2 or equivalent  BTEC Nat Hotel & Catering  Ability to problem solve  Previous experience in a similar role
<b>Disposition</b>		Very positive Friendly Reliable Resident focussed
<b>Circumstances and Availability</b>	Flexible re working hours, early mornings, evenings and weekends  Able to work occasional overtime when required	