

Role Profile

Job Title: Kitchen Assistant
Reporting to: Chef / Head of Support Services

Role Overview:

The Kitchen Assistant is responsible for supporting all kitchen-related duties, including food preparation, cleaning, and meal service, ensuring the kitchen operates efficiently and effectively in line with Cheshire Ireland and HACCP standards. This role requires adherence to Cheshire Ireland's values, operational ethos, and standards.

Duties & Responsibilities:

Operational Duties:

- Prepare meals following set recipes and meal plans, accommodating individual dietary requirements.
- Assist with cooking and food regeneration as needed.
- Manage storage and stock rotation.
- Serve food and beverages to clients, colleagues, and visitors.
- Ensure cost-effective use of materials and equipment.
- Order and receive supplies, including food and cleaning materials.
- Check quality of goods received per specifications.
- Complete purchase orders and verify deliveries.
- Maintain food hygiene standards, including HACCP compliance.
- Ensure kitchen equipment is safe and in good working order; report any defects.
- Use equipment and supplies safely and appropriately in accordance with Cheshire Ireland policies.
- Assist with cleaning of equipment, kitchen environment, and meal service components.
- Provide excellent customer service to clients, employees, and visitors.

Communication:

- Ensure appropriate communication with clients, colleagues, and external contacts.
- Effectively transfer information and updates as required.

Record Keeping:

- Maintain accurate and up-to-date documentation, including order books and docket signoffs.

Continuous Improvement:

- Stay informed on Cheshire Ireland policies, procedures, and codes of conduct.

Compliance & Confidentiality:

- Adhere to all Cheshire Ireland policies, procedures, and training.

- Maintain confidentiality of service users' information.
- Discuss and disclose information only per agreed protocols or supervisory instructions.
- Seek guidance from management regarding confidentiality concerns.

Health & Safety:

- Comply with Health & Safety requirements and policies.
- Maintain a clean and hygienic work environment, including regular handwashing and cleaning duties.

Employee Responsibilities:

- Maintain good attendance and adhere to employee policies.
- Always ensure appropriate grooming and dress.
- Participate in team meetings, performance discussions, and required training sessions.

Competencies:

The role aligns with Cheshire Ireland's core competencies:

- **Person-Centred Focus**
- **Service Focus**
- **Teamwork**
- **Personal Accountability**
- **Verbal & Written Communication**
- **Interpersonal Skills**
- **Flexibility & Adaptability**
- **Personal Effectiveness**

Role-Specific Competencies:

- Attention to Detail
- Time Management

Required Skills & Qualifications:

- Minimum of 1 year of experience in a similar role.
- HACCP or equivalent food safety qualification.
- Strong interpersonal and communication skills (verbal and written).
- Basic computer literacy.
- Valid documentation to work and live in the Republic of Ireland.
- Fluency in English (spoken and written).

Personal Attributes:

- Integrity and trustworthiness.
- Positive attitude.
- Empathy and mindfulness.

- Respectful of others.
- High personal grooming standards.
- Ability to remain composed in challenging situations.
- Open to change and committed to continuous improvement.
- Dedicated to delivering rights-based, person-centred services.

Flexibility Clause:

This role requires flexibility, and additional duties may be assigned as needed. Cheshire Ireland reserves the right to review and amend this role profile as necessary.