VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE: Relief Kitchen Assistant

POST NUMBER: RKA1

DEPARTMENT/DIRECTORATE: Social Services

LOCATION:

GRADE: SCP 4 - £6.00 per hour

RESPONSIBLE TO: Cook and Unit Manager

RESPONSIBLE FOR: Carrying out duties as directed by the cook

MAIN PURPOSE OF POST

To work as part of a team to ensure a quality service is provided for the customers.

MAIN DUTIES AND RESPONSIBILITIES

1. To be able to perform all aspects of kitchen duties as directed by the Cook.

2. Comply with Health and Safety and Hygiene Regulations.

3. Ensure that Vale Catering Services policies are adhered to.

4. Take part in the on-going training plan.

5. As and when directed by the Cook, take part in the preparation, cooking and presentation of all food in accordance with current legislation.

6. Where appropriate, assume the duties and responsibilities of the Assistant Cook when required, and/or carry out duties at the request of the Management team.

7. Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may be reasonably required by the Chief Officer from time to time.

8. To implement the principles of the Council's Equal Opportunities Policy whilst carrying out the above duties.

9. To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in any detail all the tasks required to carry out these duties and responsibilities.

SIGNED:- …… DATED:- ……
(Director/Chief Officer)

SIGNED:- …… DATED:- ……
(Postholder)