



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Relief Kitchen Assistant
POST NUMBER	:	RKA-1
DEPARTMENT/DIRECTORATE	:	Social Services
DIVISION/SECTION	:	Adult Services
LOCATION	:	Residential homes across the Vale of Glamorgan
POST GRADE	:	A
RESPONSIBLE TO	:	Cook and Manager
RESPONSIBLE FOR	:	Fulfil duties as directed by the cook and person in charge
LIAISON	:	
MAJOR PURPOSE OF POST	:	To work as part of a team to ensure a quality meal service is provided

MAIN DUTIES AND RESPONSIBILITIES

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

- To perform all aspects of kitchen duties as directed by the cook or person in charge
- Comply with Health and Safety and Hygiene Regulations and catering policies/procedures.
- Take part in the on-going training plan

- Attend and contribute to regularly held staff meetings, in order to ensure good communication and development of home environment
- As and when directed by the cook, take part in the preparation, cooking and presentation of all food in accordance with current legislation, procedures and guidelines
- Where appropriate, assume the duties and responsibilities of the cook when required, and/or carry out duties at the request of the management team
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- 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.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED: