

AGE UK CAMDEN

Committed to being an Equal Opportunities Employer

JOB DESCRIPTION

TITLE OF POST:	Part-time Kitchen Assistant Day Care Centres	GRADE:	£13.15 per hour (London Living Wage rate)
HOURS OF WORK:	10 hours per week – Monday to Friday	ELIGIBLE FOR JOB SHARE:	No
PENSION:	Contributory pension, employee and employer contribution 6% each		
ANNUAL LEAVE:	27 days a year plus Bank Holidays pro-rata (rising to 32 after 5 years service)		
RESPONSIBLE TO:	Centre Manager		
RESPONSIBLE FOR:	Kitchen trainees/volunteers (when applicable)		

PURPOSE OF THE JOB

1. To support the Chef and other Day Centre staff in food service delivery during lunch time periods
2. To support the Chef and other Day Centre staff in the preparation of food and drinks
3. To be responsible for keeping kitchen areas clean, tidy and sanitized
4. To be responsible for washing up of all dirty dishes, cooking utensils and other cooking equipment
5. To supervise kitchen trainees in appropriate skills. (when applicable)
6. To ensure that the kitchen is clean, orderly and managed to the highest standards of food hygiene and safety at all times.

MAIN DUTIES & RESPONSIBILITIES

Requirements specific to this job:

1. To wash up and to take responsibility for ensuring a high standard of hygiene and safety in the kitchen and serving areas, including the cleaning of equipment and surfaces, disposal of waste, washing of floors etc.
2. To assist with the regular deep cleaning of all kitchen equipment

3. To assist with keeping the food and supplies storage area organised in line with required Health and Safety and Food Hygiene standards
4. To keep records of health, safety and hygiene practices and of any accidents/incidents.
5. To work with staff to plan and prepare for special events, outings and parties.
6. To supervise and train kitchen trainees/volunteers.

General Requirements:

1. To attend monthly supervision with the line manager.
2. To attend monthly team meetings and quarterly All Staff Meetings where possible.
3. The post may involve occasional weekend or evening work
4. Under the Health & Safety at Work Act 1974 and associated guidance, it is the duty of all staff while at work to take adequate care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
5. Age UK Camden operates a no smoking policy at work and all staff are required to comply with this.
6. The post holder is required to implement Age UK Camden's Equal Opportunities Policy and ensure Equal Opportunities principles are incorporated into the planning, delivery and monitoring of services.
7. All staff are required to work within Age UK Camden's policies, ensuring these are carried out in relation to the job, e.g., Confidentiality, Quality and Dignity Code.
8. To undertake other duties and responsibilities appropriate to the grade, as determined by the Line Manager.
9. To undertake any other tasks commensurate with the skills of the postholder as may be required by AUC from time to time.
10. This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

FUNCTIONAL LINKS

External

With suppliers, partner agencies, service users/customers, visitors.

Internal

With Day Care Centre and other staff.

Job Description Agreed by:

POSITION	SIGNATURE	DATE
Chief Executive Officer		
Line Manager		
Postholder		

Date: January 2024