



## JOB DESCRIPTION

<b>Position Held:</b>	Kitchen Assistant
<b>Care Home:</b>	<b>Oxendon House</b>
<b>Reporting to:</b>	<b>Cook/Home Manager</b>

### Introduction

Jasmine Healthcare is a privately owned group, which currently operates six care homes for the elderly, with significant expansion plans for the future.

Whilst we aim to be a profitable company and provide shareholder returns, our mission is:

*“By prioritising **our people**, our mission is to provide the **highest standards of care** in our own homes and to improve elderly care across our industry”*

### Job Purpose

To provide, support and assist the Cook with a high quality catering service to residents, guests and visitors to the home. To assist the Cook in operating a safe, professional and cost effective catering service within the company operational standards and complying with all statutory requirements.

In addition, your purpose will involve doing everything possible to ensure that your care home makes a positive contribution to Jasmine achieving all its primary objectives:

1. For all our homes to have a Jasmine Compliance Score of over 80% at all times
2. For all our homes to have a team retention rate of over 70% per year
3. For over 60% of all our team to have a Diploma in Care Qualification
4. For all our homes to be rated Good or Outstanding by CQC and all other Regulatory bodies
5. For all homes to have a [www.carehome.co.uk](http://www.carehome.co.uk) Rating of over 9 out 10
6. For all our homes to be over 95% occupied, so that as many residents as possible can enjoy our high standards of care

To achieve the specific objectives of the role below.

### Objectives of the Job Role

1. Ensure the kitchen is clean and hygienic at all times and both internal infection control audits and external inspections score highly
2. Exemplify Jasmine Value 3 (One Big Team) by working closely with the kitchen team to ensure a seamless service to our residents throughout the year by covering all holidays and time-off between the team

### Person Specification

*Jasmine Values*

Job role holder must exemplify the company's values, which are:

1. Passionate about providing the Highest Standards of Care
2. Committed to Training
3. To want to be One Big Team
4. To Communicate Openly, Honestly & Effectively
5. To Have & Reward a Strong Work Ethic
6. To provide a Positive Working Environment
7. To provide a Homely place for our Residents to live
8. To Embrace Change
9. A belief that everyone is an Ambassador for Jasmine
10. To act with Integrity by always doing what we say we will
11. To Care for the Environment

### *Competencies*

- ✿ Team player
- ✿ Ability to work under pressure
- ✿ Good time management
- ✿ Good written and oral communication skills
- ✿ A willingness to go above and beyond to meet the needs of our residents
- ✿ A positive and enthusiastic outlook

### *Skills, experience and professional qualifications preferred*

- ✿ Knowledge of health and safety in the workplace
- ✿ Ability to work alone when required
- ✿ Food hygiene certificate (or willingness to work towards this)
- ✿ Relevant level 2 or 3 qualification (or willingness to work toward this)

### **Key Responsibilities**

#### *Caring for our Residents*

- ✿ Ensure all staff instil a culture of putting residents needs first and providing excellent care
- ✿ Assist the Cook in creating nutritious well-balanced menus which reflect the Jasmine's standard of using fresh, quality and seasonal produce. The menus will meet all dietary requirements within company guidelines and in consultation with residents, relatives and nursing staff

#### *Training*

- ✿ To keep all mandatory training up to date and complete additional training as required/
- ✿ To attend face to face training sessions as needed.
- ✿ Ensure the Manager is kept fully informed of the job holder's concerns, ambitions and development requirements

#### *Team Work*

- ✿ Support Team Members in the smooth running of the kitchen.
- ✿ Support the team to ensure a professional, safe, clean and efficient kitchen operation.

#### *Communication*

- ✿ Attend and contribute to kitchen meetings and general staff meetings to maintain communication between all levels of staff

- ✿ Speak to residents on a regular basis to obtain feedback regarding catering arrangements and food supplied
- ✿ Investigate any incidents, accidents or complaints that arise under direction of the Home Manager
- ✿ Ensure the Manager is kept fully informed of all major developments (i.e. staff issues, complaints, inspections) at all times
- ✿ Maintain accurate written records

#### *Work Ethic*

- ✿ To work flexibly to meet the needs of the residents
- ✿ Ensure a high standard of cleanliness is maintained in the main kitchen and satellite kitchens in the home and monitor and audit regularly

#### *Positive Work Environment*

- ✿ To be aware of Jasmine Healthcare's philosophy and to contribute ideas to improve the standard of care provided.
- ✿ To maintain a positive and professional outlook whilst at work, and whilst representing Jasmine Healthcare in the community.

#### *Providing a Homely Environment for our Residents*

- ✿ Supervise the layout of the dining room ensuring a welcoming atmosphere with fully laid tables in line with Jasmine standards. Supervise food delivery and presentation to residents and visitors, and if requested the delivery of meal trays to residents rooms and the timely collection of meal trays
- ✿ Prepare, cook and present all meals attractively. The majority of dishes will be made in-house and home baked products should be available daily for residents and visitors to the home

#### *Embrace Change*

- ✿ To engage with the Cook, Deputy Manager and Home Manager during appraisals and supervision sessions.
- ✿ To attend and contribute to team meetings and relatives meetings
- ✿ Help to implement Residents' Food Quality Assurance questionnaire action plans

#### *Ambassadorship*

- ✿ Always wear clean uniforms and only wear essential jewellery
- ✿ To maintain a professional attitude when dealing with relatives, outside agencies and other visitors to the home.

#### *Integrity*

- ✿ To report any safeguarding concerns or concerns about practise to either the Manager or Jasmine's Compliance Support Manager.
- ✿ Report any equipment defects and withdraw from use immediately
- ✿ Assist with food orders as required using nominated and approved suppliers and keep within the home's food budget
- ✿ Work within all relevant policies and procedures e.g. food hygiene, health and safety

#### *Environmental Impact*



- 🌿 Keep stock secure at all times storing foodstuffs appropriately
- 🌿 Avoid unnecessary wastage and deterioration of foodstuffs

*Additional Responsibilities*

The above is not an exhaustive list and in line with Jasmine Value 8 may be subject to reasonable change.

Job holder's signature .....

Manager's signature.....

Dated.....