

<p>Title <i>Kitchen Domestic</i></p>	<p>Department <i>Children, Families & Cultural Services</i></p>	<p>Post Ref.</p>
<p>Job Purpose To work as part of the catering team</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To carry out preparation of vegetables and any basic food preparation requested. 2. Responsible for washing up pans, utensils, crockery and cutlery. 3. Responsible for cleaning kitchen equipment, surfaces and storage areas. 4. Any general dining room duties as required. 5. To work with due regard for his/her personal safety and that of others in the kitchen. 6. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. The safety and security of the building and its equipment 2. Take responsibility for own and other people's health and safety at work 3. Ensuring that the kitchen and the equipment used in the preparation of food is kept hygienically clean and tidy 	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>		

Person Specification	
<p>Education and Knowledge</p> <p>1. Must be willing to undertake basic training</p> <p>2. Have a reasonable standard of literacy and numeracy</p>	<p>Personal skills and general competencies</p> <p>3. Puts into practice the Council's commitment to excellent customer care.</p> <p>4. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</p> <p>5. Works well with colleagues but also able to work on their own initiative.</p> <p>6. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration</p> <p>7. Must be able to work a rota system that includes weekend working</p> <p>8. Ability to prioritise workload</p> <p>9. Must be able to cope with the repetitive nature of domestic tasks yet be able to adjust work routine to suit client needs</p>
<p>Experience</p> <p>10. Basic food preparation</p> <p>11. Cleaning equipment</p> <p>12. Experience of working alone and / or in a group setting</p>	
<p>Role Dimensions</p> <p>13. Insert core area/s of responsibility (inc. teams, services & functions)</p> <p>14. No financial responsibility</p> <p>15. No direct reports</p>	
<i>Please attach a structure chart</i>	

Date