



# Falkland Islands Government – Job Description

<b>Job Title:</b>	General Kitchen Assistant		
<b>Department:</b>	Health & Social Services	<b>Section:</b>	Facilities
<b>Reports to:</b>	Chief Cook		
<b>Grade:</b>	Falkland Islands Government Grade – H		

## Job Purpose

Provide domestic and dish washing support to the Health Services Kitchen Department and ensure hospital standards of hygiene are maintained.

## Main Accountabilities:

- Wash, dry and put away all dishes as used by the kitchen, ward and other internal Departments.
- Wash all trays used for Meals on Wheels, Tussac House, KEMH and Prison Service.
- Assist the duty cook with the plating of meals and in emergencies help with the preparation of sandwiches and salads.
- Undertake cleaning of kitchen equipment i.e. microwave, trolleys.
- Ensure that all kitchen, larder and office floors are washed.
- Ensure that all kitchen waste bins are emptied and washed.
- Report to the appropriate person any defects or damage in equipment used, or rooms that need to be cleaned so that immediate action can be taken to rectify the problem.
- Ensure the prescribed standards of hospital hygiene are met and maintained.
- Keep confidential anything that is seen or heard concerning patients and staff to honour and maintain the KEMH policy of confidentiality.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***

## Additional Information:

The successful candidate must be clean and tidy and have a polite manner. Successful candidates must also be prepared to work on a rota system, which will include unsocial hours.



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## **Criminal Record Checks: This post is regarded as sensitive**

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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<b>Person Specification:</b>	General Kitchen Assistant		
Criteria	Essential	Desirable	Assessment Method
<b>Education &amp; Qualifications:</b>			
A Food and Hygiene Certificate	✓		
<b>Knowledge, Skills &amp; Experience:</b>			
Ability to follow basic instructions and work schedules	✓		
Must be able to work in a small team and have a flexible approach to work	✓		
Previous experience of high standards of cleaning and housekeeping		✓	
<b>Personal Attributes:</b>			
Ability to maintain a high standard of personal cleanliness and to understand how crucial it is for patients' health and welfare to maintain hygienic conditions within the hospital kitchen environment	✓		
Must be methodical and reliable and able to work without supervision	✓		
Show initiative to see when a job needs to be done	✓		
The successful candidate must be ensure confidentiality at all times	✓		

## Method of assessment:

A - Application Form  
 I - Selection Interview  
 R - Reference  
 T- Test