



**Pilkington  
Family Trust**

## Job Role Kitchen Assistant







## About us

Formed in the 1920s we have a long history of providing services for retired Pilkington employees and their family members across the UK and overseas.

From our base in St Helens we support over 6,000 individuals, with our welfare and community support services focusing on supporting retired Pilkington employees and their families across the UK and beyond.

We deliver a range of social prescribing activities which provide practical and emotional support, promote health and well-being and tackle social isolation.

We offer specialist services including personalised respite care for beneficiaries and members of the community who are over 60 in our purpose-built respite facility Ruskin Lodge in St Helens. We also deliver dementia support through our Admiral Nurse programme.



There to care when needed



# How we make a difference

## Our impact in 2024



Delivered

**18,774**

hot meals



Made

**2,809**

befriending telephone calls  
on our link up service.



Organised

**27**

social activities for people  
living with dementia and  
their carers



Organised

**73**

befriending telephone calls  
on our link up service.



Provided

**186**

respite stays at Ruskin  
Lodge



Delivered

**8,343**

frozen hot meals



Carried out

**3,907**

welfare visits



Our Admiral Nurse  
made.

**134**

visits



There to care when needed



# Job description

**Location:** Ruskin Lodge Care Home, Swinburne Road, St Helens, WA10 6AW

**Hours:** 29.75 hours per week  
7.30am till 4.30pm with a 30-minute break following a shift pattern  
2 days on 2 days off this will include weekends and bank holidays.

**Reporting to:** Ruskin Lodge Manager

**Salary:** £20,229 (13.08 ph)

## Job Purpose

To assist the Cook in providing nutritional food to guests who attend Ruskin Lodge and the Day Centre. To wash kitchen appliances, work surfaces, floors and walls. Wash up dirty crockery, cutlery, and kitchen equipment. Assist the Cook with some food preparation, maintaining stock levels and ensure stock rotation. Support with serving of meals, ensuring all allergies and special dietary requirements are followed.

## Key Responsibilities

- To be available to assist the Cook in any job that is deemed necessary which could include: but not limited to
- Cook frozen meals for the home meals service.
- Set and clear dining room tables.
- Ensure stock rotation of all items.
- Washing up
- Cleaning of kitchen and equipment to include all surfaces and floors.
- Ensure you are aware of any guest's dietary needs.
- Preparation of meals within your capabilities, to include preparation of vegetables, salad and fruit.
- To maintain a high standard of cleanliness and hygiene in the kitchen
- Serve meals to guests at mealtimes.
- Take guests orders for breakfast, lunch, and tea.

### **Needs to be identified in the Guests Care Plan:**

- Encourage and support people to be independent, offering choice and delivering support in a person-centred way, taking into consideration the Guests choices.
- Use appropriate language and support guests to communicate in their preferred way. For example, but not limited to:
  - Face to face Communication
  - Large print
  - Non-Verbal quotes such as body language, behaviour or facial expressions.
  - Visual aids such as pictures and signs
- Respect people's culture, beliefs and preferences in all aspects of their daily life For example: Menu planning and food preparation, personal care routines and religious practices.

### **Planning and records**

- Record information as per guidance, ensuring all records are accurate, legible, complete and up to date ready for any inspections.
- Respect guests right to the confidentiality of information following GDPR policies and procedures.
- Work independently and be able to make judgements in relation to emergency situations and guest's requirements in line with Policies and Procedures.

## Person Specification

Qualifications	Essential	Desirable
Level 2 Food Hygiene	E	
Experience		
Experience of working in a busy catering environment.	E	
Experience of supporting older people and meeting their dietary needs.	E	
Skills		
Be able to complete records to ensure we comply with regulating bodies.	E	
Good written and oral communication.		D
Knowledge		
Knowledge of GDPR	E	
Knowledge of allergens	E	
Qualities		
Ability to identify problems and solve them		D
Ability to work under pressure and meet deadlines	E	
Positive service outlook	E	
Self-confident with Good interpersonal skills		D
Committed to providing the best for the guest staying at Ruskin Lodge.	E	





# Application process

## Candidates

Interested candidates are invited to submit a CV and cover letter outlining their interest, suitability, and vision for the role, and how they meet the requirements of the person specification in detail by 4pm on **17<sup>th</sup> July 2025**. Interested candidates are encouraged to submit early applications as the application window may close sooner than **17<sup>th</sup> July 2025** if a suitable candidate is found. **Interviews will be held on the 24<sup>th</sup> July 2025.**

Pilkington Family Trust is an equal opportunity employer. We are committed to ensuring a fair and equitable recruitment process for all vacancies.

Please let us know if you require any reasonable adjustments in order to effectively access the recruitment process. If you would like any further information about the role or application process, please contact Kate Brown, Training & HR Co-Ordinator [personnel@pilkingtonfamilytrust.com](mailto:personnel@pilkingtonfamilytrust.com)

Enhanced DBS check needed.



There to care when needed