

JOB DESCRIPTION

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| Role: CHEF | Reports To: Registered Home Manager |
| Role Purpose: To manage the provision and preparation of nutritious menus to the residents in line with budgets and standard food and safety regulations. | |

Responsibilities

- Manage the kitchen environments to ensure that all areas including cookers and other appliances, work surfaces, cupboards and floors are left spotlessly clean and hygienic using the appropriate cleaning materials
- Plan exciting, varied and nutritious menus along with the homes manager to ensure individual residents' special dietary requirements, preferences, comments and requests are taken into consideration
- Prepare food in a planned, safe and hygienic environment and ensure that all 'cooked' food is heated to the correct temperature
- Control cooked food so that it is served at the correct temperature
- Control the use of external pre-prepared meals or parts of, keeping this to a minimum with the majority of food being home cooked
- Measure food so that wastage is kept to a minimum, recycling as appropriate inc. compost bin
- Negotiate the best prices for food with various suppliers, purchasing supplies in quantities to the best economical value using seasonal produce at all times (free range and organic as appropriate)
- Operate a rotation system so that food does not go out of date and administer stock control and regular audits
- Budget for food and stay within predetermined monthly budget
- To work as part of the team and contribute to the safe, homely and therapeutic environment for the residents at the home
- Research and maintain an up-to-date working knowledge of relevant legislation and good practice including, the Health and Safety Act, Food Standards Act, COSHH, PPE and comply with all statutory bodies
- Present the dining room to the highest standard from breakfast to evening meal ensuring that all tables look welcoming
- Present hot and cold plated food in an attractive and appetising manner and provide options for residents to help themselves to certain foods at meal times, for instance vegetables, gravy, jugs of grape / cranberry / orange juice
- Produce afternoon tea on a daily basis with a selection of home made treats
- To listen to and encourage residents to take an interest in their diets, promoting healthy eating and encouraging choice
- To coach and train residents in cooking skills where appropriate

- To attend regular kitchen & operations meetings and be involved in problem solving and decision making
- Identify and attend training courses as and when required
- To supervise and participate in training staff to basic food hygiene standard
- Produce monthly written reports
- To co-ordinate annual 'deep cleaning' of the kitchen environment
- To co-ordinate the regular checking of kitchen appliances for ware and tear, reporting all faulty equipment and arranging repairs through the appropriate channels
- To wear full company Chef uniform at all times, ensuring that personal presentation and hygiene are to the highest of standards
- To change out of Chef uniform when off site
- To delegate as and when appropriate
- To organise cover for 'off days' using bank/agency and ensure that bank/agency staff have the relevant qualifications

This job description is not an exhaustive list of duties but is intended to reflect, and outline, the main responsibilities of the jobholder. Christchurch Group reserves the right to vary your duties from time to time or to require you to undertake additional duties in line with business needs.

Person Specification

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| ESSENTIAL | <ul style="list-style-type: none"> • Holds a Basic Food Hygiene Certificate and a Level 2 qualification (or equivalent) in Catering and Hospitality • Knowledge of Grading Diets • Flexible approach to shift patterns and other changes • Dependable, loyal, honest and sincere maintaining confidentiality about the home and those who work and reside in the home • PC literate including Microsoft office • Literate, numerate and excellent command of English language • Even tempered, patient, and calm personality • Considerate and approachable with residents and staff at all times • Tidy and organised • Customer focused • Organised, innovative, resourceful and self-reliant • Knowledgeable and demonstrates a desire to continue to develop skills in working with vulnerable residents |
| DESIRABLE | <ul style="list-style-type: none"> • Previous experience in a neurological rehabilitation, mental health or learning disability catering function would be a benefit |

Employee Name: _____

Date: _____

Signature: _____