

Job Title	<b>Chef</b>
Reports to	Home Manager / Bursar
General scope of post	The post holder is accountable to the Manager for providing and promoting a high standard of catering service for the Home and where necessary the provision of meals for other day centres, luncheon clubs and community meals
Key Accountabilities	<ul style="list-style-type: none"> <li>• Undertake menu planning in consultation with residents and Manager</li> <li>• Oversee and participate in the preparation and cooking and serving of all food in accordance with agreed menus</li> <li>• Ensure menus are displayed showing choices</li> <li>• Ensure individuals on special diets or with specific cultural needs are catered for and that choice is also available</li> <li>• Check quantity and quality of stock and orders items in accordance with the catering manual</li> <li>• Supervise the kitchen employee team</li> <li>• Ensure HACCP's processes and the catering manual are followed and recorded as required</li> <li>• Ensure that the food expenditure is kept within budget in consultation with the Bursar and/or Home Manager</li> <li>• Co-operate fully with the statutory inspections and implement recommendation as appropriate</li> <li>• To understand responsibilities in relation to fire procedures, health and safety, COSSH, infection control, food hygiene and emergency aid</li> <li>• Be a key member of the Rostering Team and work in line with the Trust's roles and responsibilities matrix for rostering</li> <li>• Take responsibility for all elements of the rostering process to ensure adequate shift coverage and employees are paid correctly first time</li> </ul>
Number of Direct Report	Direct reports: up to 6
Financial Responsibility	This role holds no financial responsibility
Knowledge, Skills & Abilities	<p>Must be able to demonstrate literacy and numeracy skills in the English language</p> <p>Basic Food Hygiene Certificate</p> <p>Level 3 Diploma in Hospitality Supervision and Leadership (or willing to work towards) or equivalent</p> <p>Food Hygiene Regulations</p> <p>Responsibilities under HSAW Act</p>

# Role Profile for Chef

## Person Specification

ESSENTIAL	DESIRABLE
<u>Qualifications</u> Basic Food Hygiene Certificate Must be able to demonstrate literacy and numeracy skills	Intermediate Food Hygiene Certificate Level 3 Diploma in Hospitality Supervision and Leadership (or willing to work towards) or equivalent
<u>Experience</u> Previous experience working in a kitchen providing meals for large numbers	Previous experience of catering for older people
<u>General Aptitude</u> A liking for older people and the ability to relate to them Ability to prepare and serve well presented and attractive meals to individual requirements	
<u>Motivation</u> A positive attitude and commitment to providing nutritious meals and offer a range of choices including to those with specific dietary requirements	
<u>Knowledge</u> Menu Planning Nutrition and older people Special diets – diabetes, celiac, low fat etc Food Hygiene Regulations Responsibilities under HSAW Act	HACCP's
<u>Specific Skills</u> Ability to manage food budget Ability to supervise the kitchen team	
<u>Interpersonal Skills</u> The ability to form positive relationships with colleagues	
<u>Team Skills</u> The ability to build a supportive team where individual skills are recognised and valued	