

JOB DESCRIPTION

CHEF/COOK

Job Title	Chef/Cook
Responsible to	Facilities Manager/Regional Facilities Manager
Responsible for	All kitchen staff
Key Internal Contacts	Other staff within the Facilities Team Staff in other departments within the Centre Service Users within the Centre Staff in other Centres in the Region Central Office Staff
Key External Contacts	Visitors to site Suppliers and Contractors External Inspectors Neighbours, Local Retailers

JOB PURPOSE

To be responsible for the planning and preparation of high quality food and catering service to the Centre. To manage and supervise all kitchen staff

KEY TASK AREAS AND RESPONSIBILITIES

- To plan menus for the Centre with reference to the dietary needs of the Service Users
- To undertake the monitoring of stocks by date rotation, portion control and quality and in accordance with the budgetary controls set
- To set up and clean down the kitchen areas before and after day to day use
- To ensure that necessary preparation is undertaken for the day/weekly demand/needs of the Centre
- To be observant of the need to minimise waste
- To provide suitable food to staff/Service Users with special dietary requirements
- Check daily any visitor, staff, Service User meal time requirements
- To personally observe all measures relating to Health and Safety, hygiene and food hygiene requirements
- To report on any equipment or maintenance requirements
- To prepare and place food orders and to deal with any enquiries and complaints to suppliers
- To ensure that supplies are ordered and are properly checked on delivery and that invoices are accurate
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations
- To keep relevant records and reports accurate and up to date

- To respond timely and with flexibility to urgent or last minute staff/service requirements as a service providing function of the Centre
- To report any defeats, damage, theft, breakages or hazards to relevant staff immediately

STAFF

- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Line Manager, for example supervisions, annual appraisals, probation reviews and return to work meetings
- Lead and supervise the staff on shift to ensure that they carry out their duties and behave appropriately at all times
- Report issues that have arisen in the day promptly to the relevant person
- Ensure staff follow Company policies and procedures at all times and feeding back as and when necessary
- Support all staff and ensure their safety and well being
- Effectively hand over to other staff and teams as required
- Delegate responsibilities, work and tasks based on competence of staff and needs of the Company and review in order to promote teamwork and communication
- Ensure that any areas of insufficient staffing levels are reported to the relevant manager and that cover is provided to meet shortfalls
- Assist in the training and ongoing development of staff
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies

GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION

CHEF / COOK

	Essential	Desirable
Experience		
Experience of catering work in a residential or educational or similar setting	✓	
Experience of menu planning with reference to budgetary control and nutritional requirements	✓	
Experience at management level in similar setting	✓	
Experience of supervising and appraising staff		✓
Skills, Knowledge and Aptitudes		
Good knowledge of catering practices including the use and storage of relevant products	✓	
Good knowledge of food safety requirements	✓	
Good knowledge of devising and implementing effective systems of working	✓	
Ability to work independently and as part of a team	✓	
Effective leadership skills	✓	
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Basic IT skills	✓	
Good organisational and time management skills	✓	
Qualifications and Training		
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other		
Commitment to the values of the organisation	✓	
Driving licence	✓	