

# Job description



**Job title:** Head Chef

**Responsible to:** Home Manager

**Responsible for:** Kitchen team

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## Our Values

- ❖ Fulfilling Lives is our core purpose
  - ❖ Every one of us makes a difference is the belief that drives us
  - ❖ Caring, Passionate and Teamwork are the values that underpin everything we do
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## Job Summary

To co-ordinate all aspects of kitchen production so that food is prepared to the agreed standard and that time deadlines are met

## Key Responsibilities

- To implement and maintain all aspects of the kitchen. For example: menus, hygiene, health and safety, cleaning schedules and waste control, ensuring the kitchen team are trained and supported in all areas.
- The recruitment of the kitchen team promptly and in-line with company policy to ensure adequate staffing levels at all times.
- To supervise and develop all kitchen colleagues to maximise their potential.
- To ensure that colleagues undertake and maintain their mandatory and regulatory training.
- To undertake personal development reviews for all kitchen colleagues in line with company policy.
- To order catering consumables from current nominated suppliers in line with Care UK purchasing policy.
- To have a full understanding of HACCP and to ensure all colleagues adhere to HACCP and all documentation is completed and signed by the appropriate members of the kitchen team and those colleagues involved in the meal time service.
- To complete monthly audits for the kitchen reporting any findings to the home manager.
- To prepare menus for the residents taking into account the content, balance, colour and nutritional values, in line with agreed budget.
- To consult with residents on a regular basis to ensure that their needs and choices are being met.
- To attend resident/relative meetings.
- To prepare resident specific diets including textured modified foods working with SALT team and local dieticians as directed by the nursing team.
- To maintain the agreed stock levels of food.
- To implement and maintain an agreed deep cleaning schedule for the kitchen.
- To carry out stock takes at the end of each month.
- To implement four weekly rota.
- To work within agreed budget guidelines on staff costs and consumables and to co-operate in any action necessary to keep within budget.

## Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call Regional Director.

## Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

## Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act 2018 and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

- ❖ This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
- ❖ This job description is subject to regular review and appropriate modification.

# Person specification

| Criteria                | Essential   | Desirable   |
|-------------------------|---|---|
| <b>Qualifications</b>   | <ul style="list-style-type: none"> <li>• GCSEs (or equivalent) including English and Maths</li> <li>• Catering Diploma (City &amp; Guilds/BTEC) NVQ 2,3 practical cookery</li> <li>• Health and Safety and Food Hygiene Certificates minimum level 2</li> </ul>               | <ul style="list-style-type: none"> <li>• Management training</li> <li>• Dysphagia training /Texture modified food</li> <li>• Level 3 food hygiene training</li> </ul> |
| <b>Experience</b>       | <ul style="list-style-type: none"> <li>• Experience of working in a senior role in a professional kitchen</li> <li>• Relevant high cover kitchen experience</li> <li>• Day to day management of a kitchen team, including carrying out staff meetings and training</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working in a care home environment</li> <li>• Experience of an appraisal system</li> </ul>                     |
| <b>Technical Skills</b> | <ul style="list-style-type: none"> <li>• Proven competency in nutritionally balanced menu planning</li> <li>• Ability to cater for specific dietary needs</li> <li>• Efficient ordering and record keeping</li> </ul>   |   |

|                                  |   |  |
|----------------------------------|---|--|
|                                  | <ul style="list-style-type: none"> <li>• Stock control</li> <li>• Working within a budget</li> <li>• Proven communication skills, both written and verbal</li> <li>• Strong organisational and planning skills</li> </ul>   |  |
| <p><b>Personal Qualities</b></p> | <ul style="list-style-type: none"> <li>• Self-motivated, flexible and enthusiastic</li> <li>• Works collaboratively with others sharing ideas and information at all times</li> <li>• Ability to maintain team discipline and morale</li> <li>• Has the ability to delegate stretching responsibilities to develop people</li> <li>• Effectively builds trust with a consistent approach between actions and words</li> <li>• Has the ability to raise standards through innovation and new ideas</li> <li>• Will take responsibility for issues and resolve them.</li> </ul> |  |