

Job description



Job title: Second Chef

Responsible to: Head Chef

Responsible for: Kitchen team in absence of Head Chef

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 assist the Head Chef in all aspects of kitchen production so that food is prepared to the agreed standard and that time deadlines are met

Key Responsibilities

- In the absence of the Head Chef take control of running the kitchen ensuring all Care UK standards are maintained
 - HACCP documentation is completed
 - Food is prepared and served as per the Care UK food framework
 - All food and consumable products are purchased through Care UK nominated suppliers.
- To supervise kitchen colleagues as directed by the Head Chef
- 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 assist in the preparation of menus for the home 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 prepare resident specific diets including textured modified foods working with SALT team and local dieticians as directed by the nursing teams
- To co-operate with requests from the Home Manager and residents wherever possible.
- To attend resident/relative meetings.

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
Qualifications	<ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths • Catering Diploma (City & Guilds/BTEC) NVQ 2,3 practical cookery • Health and Safety and Food Hygiene Certificates minimum level 2 	<ul style="list-style-type: none"> • Dysphagia training /Texture modified food
Experience	<ul style="list-style-type: none"> • Supervisory experience with in a kitchen environment 	<ul style="list-style-type: none"> • Experience of working in a care home environment
Technical Skills	<ul style="list-style-type: none"> • Knowledge of nutritionally balanced menu planning • Ability to cater for specific dietary needs 	<ul style="list-style-type: none"> • Stock control • Working within a budget
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated, flexible and enthusiastic • Works collaboratively with others sharing ideas and information at all times • Ability to maintain team discipline and morale • Effectively builds trust with a consistent approach between actions and words • Has the ability to raise standards 	

	<p>through innovation and new ideas</p> <ul style="list-style-type: none">• Will take responsibility for issues and resolve them	
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