

JOB DESCRIPTION

JOB TITLE:	Head Chef
RESPONSIBLE TO:	Home Manager
RESPONSIBLE FOR:	All Catering Staff
ACCOUNTABLE TO:	Regional Director

Care UK's Values:

- Every one of us makes a difference
- Customers are at the heart of everything we do
- Together we make things better

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 supervise all aspects of kitchen control e.g. menus, hygiene, health and safety, staff, cleaning and waste control.
- To identify and recruit all grades of staff under your control within the agreed guidelines.
- To supervise and develop staff using the available company resources, to maximise their potential.
- To order catering consumables from current nominated suppliers in line with Company Purchasing policy.
- To have full understanding of H.A.C.C.P, to ensure all staff adhere to H.A.C.C.P and all documentation are completed and signed are by the appropriate members of staff
- To complete monthly audits for kitchen reporting any finding to home manager
- To prepare menus for the nursing home taking into account the content, balance, colour and nutritional values, inline with agreed budget.
- To consult with residents on a regular basis to ensure that their needs and choices are being met.
- To prepare special diets for residents as directed by the nursing staff.
- 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 so as to keep to budget.
- To assist in the preparation of function menus and costing.
- To co-operate with requests from the Home Manager and residents wherever possible.
- To attend resident/relative meetings whenever possible.
- To carry out staff supervision adhering to home policies.
- To complete all staff personal development reviews.

Head Chef

Version 1: December 2011

Owner: Hotel Services Manager

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 RD

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.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act 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.

I confirm I have read and understand this job description

Name of post holder

Signature

Date

HAZARDS					
Laboratory specimens		Clinical contact with patients/residents		Performing exposure prone invasive procedures	
Blood/body fluids		Dusty environment		VDU use	
Radiation		Challenging behaviour	√	Moving and handling	√
Solvents		Driving		Noise	
Respiratory sensitisers		Food handling	√	Working in isolation	

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSEs (or equivalent) including English and Maths Catering Diploma (City & Guilds/BTEC) Health and Safety and Food Hygiene Certificates 	Management training
Experience	<ul style="list-style-type: none"> Significant Head Chef experience Significant and relevant high cover kitchen experience Day to day management of a kitchen team, including staff meetings 	Experience of working in a care home environment
Technical Skills	<ul style="list-style-type: none"> Proven competency in nutritionally balanced menu planning Ability to cater for specific dietary needs Efficient ordering and record keeping Stock control Working within a budget Proven communication skills, both written and verbal Strong organisational and planning skills 	<ul style="list-style-type: none"> Use of a staff appraisal system
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 staff discipline and morale Has the ability to delegate stretching responsibilities to develop people Effectively builds trust with a consistent approach between actions and words Has the ability to raise standards through innovation and new ideas 	

	<ul style="list-style-type: none">• Will take responsibility for issues and resolve them.	
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