

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Second Chef</b>
<b>RESPONSIBLE TO:</b>	<b>Head Chef</b>
<b>RESPONSIBLE FOR:</b>	<b>Catering Assistants &amp; Trainees</b>
<b>ACCOUNTABLE TO:</b>	<b>Home Manager</b>

### 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 carry out all duties as directed by the Head Cook, relating to meal preparations, orders and staff requirements, whilst maintaining food hygiene standards.

### Key Responsibilities

- To control and monitor the progress of assistants and trainees and inform the Head Chef accordingly of any training required.
- To maintain the standard of health and hygiene as instructed by the Head Chef.
- To prepare special diet meals in accordance with instructions from the care staff.
- To ensure a high level of service for all meal times.
- To complete all documentation relating to HACCP.
- To ensure report any defects to equipment to the Home Manager.
- To ensure good quality and portion control.
- Assist Head Chef with four weekly menu planning.
- To carry out all general duties and responsibilities in the absence of the Head Chef.
- To carry out any reasonable duties requested by senior staff that will aid and assist the smooth running of the home.

### 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 .....

<b>HAZARDS</b>					
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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Chef's qualification City &amp; Guilds 705 or equivalent</li> <li>• Competent in written and spoken English</li> <li>• Food Hygiene Certificate</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous catering experience within a similar environment</li> <li>• Practical experience in all area's of a kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Experience gained in a care home environment</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of special diets</li> <li>• Ability to work unsupervised</li> <li>• Knowledge of ordering and stock takes</li> <li>• Good communication skills, both verbal and written</li> <li>• Good numeracy</li> <li>• Good knowledge of training techniques</li> <li>• Basic understanding of computer systems</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory skills</li> </ul>
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Ability to organise and co-ordinate</li> <li>• Flexible attitude to working arrangements</li> <li>• Committed to customer care and first class service provision</li> <li>• Ability to work in a multi-disciplinary team</li> <li>• Adaptable, friendly, polite, courteous and caring</li> <li>• Physically fit to undertake the role</li> </ul>	