Senior Chef

Job Description

Job Purpose

- To work in conjunction with the ward and kitchen to provide a high quality, helpful and courteous service to patients and staff to include the preparation, service and presentation of breakfast, lunch, dinner and hospitality.
- To be able to take control of the kitchen when the Catering Manager is away and on office days, including food ordering and ensuring HACCP is up to date on a day-to-day basis, and ensuring client request are met.
- To have decision making capabilities and good communication to ensure the running of the kitchen as presented by the Catering Manager, also to be able make call outs in the instance of equipment failure and communicate with Facilities Manager/CBRE.
- To be able to train others(including those with Neurodiverse needs) on food specs/recipe cards to ensure we are in line with allergy information and calorie information as is Sodexo policy, and to set good examples to other members of staff i.e apprentices, new staff etc.
- Support Catering manager in the everyday running of the kitchen, following procedures set out by Sodexo and as explained by the Catering Manager.

Accountabilities or “what you have to do”

- To prepare, cook and present food for patients and staff breakfast, lunch and dinner following the agreed recipes and standards set by Sodexo and Client and Catering Manager.
- To follow all company and legal food hygiene regulations.
- To follow and comply with all health and safety regulations set by the company and legally required.
- To work in clean, tidy and efficient manner, and take control of the kitchen on alternate weekends, this includes the cleaning of crockery, kitchen utensils etc (some lone working).
- Provide helpful and friendly and welcoming service and environment in staff restaurant at all times.
- To ensure all food goes out to patients at the agreed times.
- To accurately record all food wastage and report to manager
- Make sure that requests by patients or staff with special dietary requirements are provided for.
- Check dates on food and dispose of any out of date food.
- Fill in all cleaning and temperature records as required.
- Ad-hoc duties as and when required
- Help Guide new staff members/apprentices in a calm and positive manner and being able to use alternative methods of teaching/training where necessary.

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Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- Good results on PSS on a monthly basis
- Increased revenue on staff restaurant
- Client satisfaction

- Safeguard audit report green
- Maintain 5 star food hygiene rating from EHO
- During the course of his/her duties the post holder may have access to private and confidential information which must not be divulged to any unauthorized person or relative at any time
- · Reduction in waste
- · Work area will be organised and functioning within all H&H regulations
- To work alongside the catering Manager when Audits are performed.
- To be able to train new staff and find new ways to help train those with Neurodiverse needs when necesassary.

Contextual or other information

- To follow directions given at all times for various possible jobs outside of the job description and to be available to assist as required.
- To report any broken equipment or damage to Supervisor or Catering Business Manager
- To report possible “Near Misses” to Supervisor or Catering Manager
- To communicate to all Nuffield / Sodexo Staff with professionalism at all times
- To notify Supervisor / Chef if leaving the department at any time

Signature:…….

Date:……..