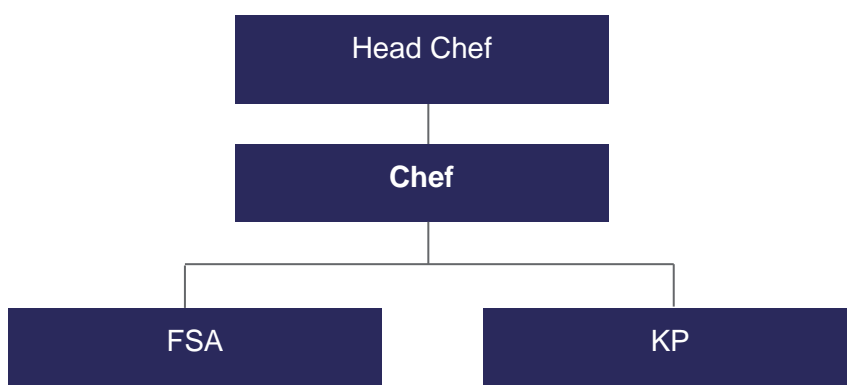


JOB DESCRIPTION

Position Title	CHEF	Department	Catering
Generic Job Title	Chef	Segment	Healthcare
Team Band	Monthly Paid	Location	Ipswich
Reports to	Dean East	Office / Unit name	Nuffield Health Ipswich

ORGANISATION STRUCTURE



Job Purpose

- To assist with the preparation of all foods required for patient, staff and visitor food services.
- To ensure that all foods are produced in a safe and hygienic manner at all times.
- You will work alongside the Head Chef assisting with some administration duties.

Accountabilities

- To exceed company food costs & budget
- To ensure all staff are trained and developed in line with company policy
- To ensure dishes produced for patients & staff restaurant are prepared in line with ROL
- To ensure all patient, visitor & staff food is prepared & served within the agreed timeline.
- To ensure supplies are ordered, receive & stored in accordance with company policy
- To prepare food to correct service levels ensuring wastage is kept to a minimum

- To organise hospitality functions as required.
 - To adhere to all legislation and client and company policy in the provision of patient, visitors & staff meal service.
 - To organise staff rota in accordance with business levels.
 - To maintain a high standard of hygiene and cleanliness in the food preparation and service areas at all times paying attention to the Health and Safety regulations
 - To ensure HACCAP and food safety is maintained and compliant with both the law and company policy.
 - To ensure weekly stocktaking, rotation and the security of stores during all working hours.
 - To keep all working areas and surfaces clean, tidy and sanitised at all times especially at the end of the day/shift.
 - To ensure the correct storage/disposal of all food and non-food items.
 - To ensure the security of all the establishment's provisions, equipment and utensils.
 - To deputise in the Client Service Managers absence, completing weekly account, company & client administration, payroll, ROL, security of cash.
 - To recruit and train all new kitchen staff in line with company and statutory requirements.
 - To identify training needs and deliver training to ensure staff compliance.
 - To complete staff performance reviews within set time line
- To carry out any reasonable request made by the Hospital/Catering management team.

■ **Key Performance Indicators (KPIs)**

- Safeguard Audit Green
- E.H.O. audit 5 Stars
- Patient Satisfaction Survey returns above 92%
- Acceptable stock levels/consumption
- All internal/client audits achieve pass rating
- All necessary documentation completed and filed

Skills, Knowledge and Experience

Essential

- Previous experience in similar role
- Excellent craft and presentation skills
- Good communication skills and customer focus
- Good financial awareness
- City & Guilds 706/ 1 & 2 or equivalent
- Level 2 Hygiene Certificate

- **Desirable**
- Level 3 Hygiene Certificate
- IOSH managing safely
- Diet cook's certificate

MANAGEMENT AND PERSONAL COMPETENCIES:

- Team Player
- Good Literacy Skills

Signed Employee

Signed Manager

Date

Version		Date	07/06/15
Document owner	Dean East		