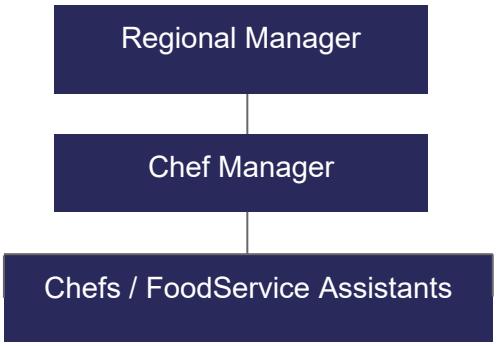
JOB DESCRIPTION

Position Title	Chef	Department	Private Hospitals
Generic Job Title	Chef	Segment	Healthcare
Team Band	M1	Location	Bexhill-on-Sea
Reports to	Chef Manager	Office / Unit name	Combe Valley Hospital

ORGANISATION STRUCTURE



Job Purpose

- To assist in the effective operation of the kitchens and departmental functions through the provision of food and service delivery to all patients ensuring differing dietary options are available.

Accountabilities

- Management of food standards and quality across all areas during all stages of food preparation and production
- Work with the kitchen team in creating and developing new menus and innovative offers
- Ensure that all dishes are prepared, cooked and served to the highest standard at all times in line with menu specifications
- Ensure that methods of food preparation, production, presentation and service comply with Company standards
- Ensure a high standard of kitchen cleanliness is maintained at all times achieving a 5 star EHO rating
- Ensure excellent Health & Safety and food hygiene practices are followed at all times
- Ensure minimum wastage occurs within the kitchen, implementing ideas for reducing wastage wherever possible
- Work with manager to ensure goods in / out and stocktakes are completed to standard.

- Liaise with the front of house team to ensure the service provided is of the highest standard
- Receive and act upon customer feedback, both positive and negative
- Assist with the effective management of stock control and portion control.
- Adhere to the company purchasing policies at all times
- Comply with all Company policies, procedures and statutory regulations, including health and safety, safe working practices, hygiene, cleanliness, fire, COSHH.
- Ensure that all equipment used in the kitchen is in safe working order. Reports faults ensuring that they are rectified and that equipment is not used until safe
- Ensure all required health & safety records and procedures are adhered to at all times, including stock rotation and temperature records
- Ensure that exemplorary personal hygiene standards are maintained at all times
- Assist the Management in ensuring that all accountable staff are adequately trained and skilled to the required level.
- Assist the Management in preparing and managing the kitchen rota, ensuring that all shifts are covered in line with business objectives.
- In the absence of the Management team, fully deputize in all relevant areas

Key Performance Indicators (KPIs)

- Achievement of the Service level agreements
- Patient Satisfaction Surveys – achieving or exceeding SLA
- Company compliance
- Achievement of company and client budgets

Dimensions

Financial	Cost Plus Pricing
Other	6 - 8 Staff

Skills, Knowledge and Experience

Essential

- Proven track record of working in a food production environment
- Must have proven craft skills background
- Experience of budget management
- Must be able to demonstrate excellent communication skills, be persuasive and decisive
- Literate in IT
- Qualifications city and guilds 706 & 707 or NVQ equivalent

Desirable

- Some knowledge of private healthcare operations
- IOSH and food hygiene certificate

Contextual or other information

- **Quality:** Sodexo is committed to providing patient customer care of the highest quality and promotes this through the customer care training of their staff.

- **Confidentiality:** During the course of his / her duties, the postholder may have access to confidential information which must not be divulged to any unauthorised person or any relative at any time.

- **Polices and Procedures:** The postholder is required to familiarise and comply with all relevant Sodexo and Trust policies and procedures.

- **Health and Safety:** Ensure that all procedures for security, safety, health and fire precautions are adhered to in accordance with the Health and Safety Policy. Staff must take care of their own safety and others who may be affected by their actions or omissions. Health and Safety in the workplace is a two way process. Managers must make sure their employees work in a safe environment and employees have an obligation to report any Health and Safety concerns to management. The workforce must ensure that all equipment or personal protective equipment provided is used in the appropriate manner. They must also report any accidents or near misses to the appropriate manager and must also complete the appropriate Incident / accident report forms.

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Document owner	S Cannon		