

Job Description

Job title	Chef	Job family	Healthcare
Reporting to	Head Chef / Support Services Manager	Job code	
Location		Evaluation Date	December 2020

Job Purpose

Assists with the provision of a catering service within a Priory Group Service with particular emphasis on the planning, preparation, cooking and serving of meals, ensuring all activities and operations comply with operational standards and statutory regulations.

Responsibilities

- Undertakes the planning, preparation and cooking of meals, taking account of any special requests or dietary requirements within the unit.
- Ensuring operational standards comply with the company's Food Safety policies and guidelines and statutory regulations.
- Takes full shift responsibility for the catering operation (in the absence of the Head Chef).
- Ensures the cost-effective and efficient control of stock including placing orders for food products and the checking/reconciliation of deliveries.
- Monitors and adapts food production ensuring that there is a minimum amount of wasted food.
- Researches, develops and creates varied and interesting menus, which take account of healthy eating guidelines and any dietary requirements of the particular resident group.
- To ensure that wherever possible the people who use the service are provided with variety and choice, with full regard for dietary, nutritional and religious requirements, adapting to the changing needs of the people who use the service so their diets can be amended accordingly when needed
- Responsible for food safety standards and the standard of kitchen cleaning.
- Experience producing meals for large groups on time and to budget
- Supervises assigned catering staff ensuring their quality of work continues to meet required operational standards including food safety and cleanliness.

Knowledge / Education / Skills

- Numerate, literate and qualified to NVQ2 or equivalent & basic qualification in food hygiene.
- Organises and priorities own workload within established procedures
- Excellent communication and negotiation skills
- Ability to monitor costs and liaise with suppliers
- Good organisation and time management
- Knowledge of specialised diets may be required (Dysphagia, Allergens, etc)
- First class customer service skills

Experience

- Experience within a professional kitchen environment
- Experience producing meals for large groups on time and to budget

Communication

Good written and verbal communication skills, the post holder will be required to direct and instruct a team of catering support staff, as well as discuss new menus with other staff to ensure the well-being of service users

Responsibility

Leadership

Direct leadership of a small kitchen team.

Budgets & Equipment

No budgetary or financial responsibility. Responsible for the appropriate use of catering stock and equipment.

Information

Shared responsibility for maintaining appropriate records and data as required under the company's Assured Safe Catering policies and guidelines.

Safeguarding

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who to contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Working Environment

The role holder works within a busy kitchen environment using a variety of equipment where many routine duties require a degree of sustained physical effort.

Upholding the Company Behaviours

This provides some guidance on the types of conduct to support the Company Behaviours

Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families Actively seeks to develop the potential of every service user and staff member
Being Supportive	<ul style="list-style-type: none"> Celebrates success and supports colleagues through difficult times Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	<ul style="list-style-type: none"> Is honest and respectful in all interactions with colleagues and customers Demonstrates emotional control Ensures accurate recording of any transactions and interactions on all company documentation Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none"> Promotes the company in a positive way at all times Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none"> Always puts service quality first Shares and encourages innovation Keeps on top of new developments in the sector