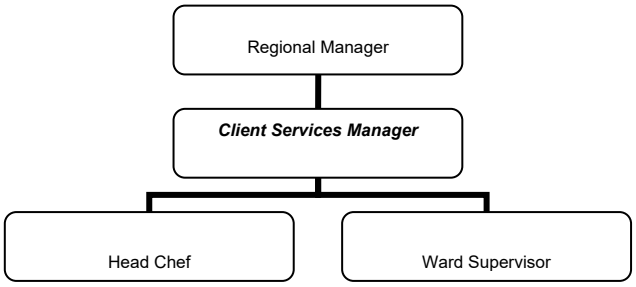
Job Description

Position Title	Head Chef	**Department**	Kitchen
Generic Job Title	Head Chef	**Segment**	Healthcare
Team Band	B	**Location**	
Reports to	Manager	**Office / Unit name**	Nuffield

Organisation structure



Job Purpose

To be a key part of the catering management team, taking full responsibility for the running of the kitchen and associated areas.
To ensure that all food is prepared to the required standard, following Sodexo's and Nuffield's policies, for all areas within the hospital.
To ensure all legal, company and client administration is completed as required
To deputise for the Client Services Manager

Accountabilities or "What you have to do"

- 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, Drive.
- 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) or "What it will look like when you are doing the job well"

- Safegard 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
- Achieve food costs
- Achieve budget

Dimensions

Financial	
Staff	12
Other	

Knowledge, skills and experience

Essential

- Previous experience in similar role
- Previous Healthcare catering experience
- Excellent craft and presentation skills
- Good communication skills and customer focus
- Strong team leader
- Good financial awareness
- City & Guilds 706/ 1 & 2 or equivalent
- Level 3 Hygiene Certificate
- Computer literate

Desirable

- IOSH managing safely
- Diet cook's certificate

Contextual or other information

- Policies & Procedures – Familiarised and comply with all relevant Sodexo recognising achievements.
- and Trust policies & procedures.
- Confidentiality- During the course of duties post holder may have access to confidential information which must not be divulged to any unauthorised person or any relative at any time.
- Quality – Sodexo is committed to providing patient customer care of the highest quality and promotes this through the customer care training of their staff.
- Health & Safety – Ensure that all procedures for security, safety, health and fire precautions are adhered to in accordance with the Health & 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 & Safety concerns to management. The workforce must ensure that all equipment or PPE 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 form.