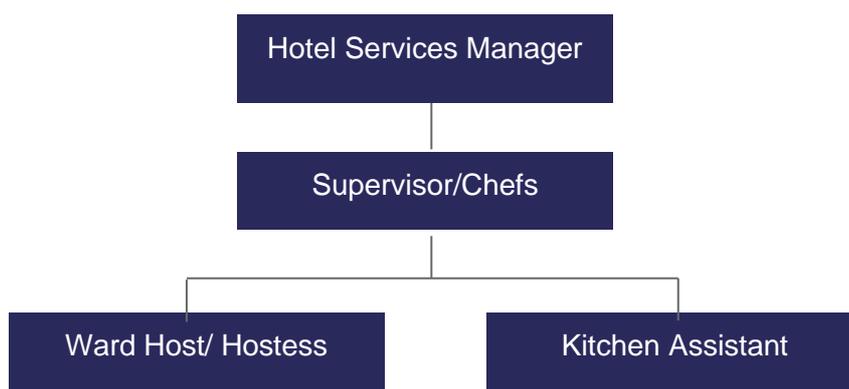


# JOB DESCRIPTION

Position Title	Chef	Department	Catering
Generic Job Title	Chef	Segment	Healthcare
Team Band	Frontline Staff	Location	
Reports to		Office / Unit name	

## ORGANISATION STRUCTURE



### Job Purpose

- To assist operations at the site to the levels laid out in the Service Level Agreement and within the Schedules of the Contractual Terms and Conditions agreed with respective clients.
- 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 Chefs assisting with relevant administration duties.
- To report directly to the **Hotel services manager**

### **Accountabilities or “what you have to do”**

- Ensure stock control and rotation procedures are maintained
- Complete all audit and quality standards documentation as required
- To ensure that all foods are prepared according to standard recipe and production schedules
- Assist with the production of all foods necessary for the provision of patients, visitor and staff food services throughout Nuffield hospitals.
- Prepare any special diets for staff and patients as requested by the Nuffield site’s nominated client.
- To adhere to all legislation, Client and Company policy in the provision of patient meal service.
- To assist in the preparation of all meal services at the required times to the company’s standard and the clients satisfaction.
- To prepare meals when necessary, salads etc. as directed, using the ‘Food Standards’ package as a minimum standard.
- To assist the management when required with planning menu’s, rota’s, orders receiving, checking and storing deliveries as requested
- To assist in the service of meals where necessary
- 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 deputise in the Head Chef’s absence**
- To assist in stocktaking and to ensure the security of stores during all working hours.
- To keep all working areas and surfaces clean and tidy as is practicable 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 assist in the training of staff and the supervision of standards
- To ensure the security of all the establishment’s provisions, equipment and utensils at all times
- Wash up crockery, cutlery and equipment used in the provision of meal services within the kitchen where necessary as well as using the automated dishwashing equipment
- 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”**

- Safeguard Audit Green
- E.H.O. audit 5 Stars
- Maintaining Waste reduction Policy
- Patient Satisfaction Survey returns above 92%
- Acceptable stock levels/consumption
- All internal/client audits achieve pass rating

- All necessary documentation completed and filed
- Helping to Increase and maintain revenue in staff restaurant
- Client satisfaction
- Building and Maintaining an excellent rapport with colleagues and staff
- Following GREAT training programme

## 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
- Diet cook's certificate

## Contextual or other information

- 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 unauthorised person or relative at any time.
- The post holder has a responsibility to comply with the rules of the Nuffield Hospital as well as ensuring that any employees under their supervision equally comply
- This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business

Version		Date	
Document owner			

