

Job Description

Job title	Chef	Job family	Older People Services
Reporting to	Deputy Home Manager	Job code	HOS024
Location		Evaluation Date	18/02/2013

Main Purpose

Manages the provision of a catering service within the home with particular emphasis on the planning, preparing, cooking and serving of meals ensuring all activities and operations comply with operational standards and statutory regulations.

Key Accountabilities

Quality

1. Ensures the effective and efficient planning, preparation and delivery of all aspects of food preparation and cooking, taking account of dietary and nutritional requirements within the home.
2. Actively involved in the preparation, cooking and serving of food and beverages as well as supervising and motivating the catering team and ensuring operational standards comply with the company's 'Assured Safe Catering policies' and guidelines and statutory regulations.
3. Responsible for monitoring the home's catering budget within Priory standards, taking account of cost per cover calculations, as well as ensuring best value and quality of ingredients in consultation with the Home Manager.
4. Researches, develops and creates varied and interesting menus which take account of healthy eating guidelines and any dietary requirements of the particular resident group.
5. Ensures that stock ordering and rotation is organised in an efficient and cost-effective manner.

Innovation

6. To ensure that wherever possible the people who use are service are provided with variety and choice, with full regard for dietary, nutritional and religious requirements.
7. Able to adapt to the changing needs of the people who use the service and able to keep up to date with the medication side effects that the people who use our service may experience so that their diets can be amended accordingly.

Value

8. Monitors and adapts food production ensuring that there is a minimum of wasted food.
9. Ensure all food stocks are managed and rotated as appropriate.

Knowledge & Skills

The role holder will be numerate, literate and qualified to NVQ3/C&G standard with an advanced food catering certificate.

Experience

At least 3 years experience of preparing, and cooking meals gained within a large professional kitchen environment.

Autonomy & Impact

Works to agreed short-term objectives where the impact of judgements will be immediately obvious.

Intelligent Problem Solving

Problem solving is based on acquired knowledge and experience; however, the nature of food preparation and staff supervision will occasionally require some adaptive thinking.

Responsibility

Staff

Supervisory responsibility for up to five staff.

Budgets & equipment

Responsible for checking and authorising payment of invoices before submission to the Home Manager for sign-off. Responsible for the proper use and maintenance of catering equipment, and for ensuring the effective storage and rotation of stock and equipment.

Informatics

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

Communication & Interaction

Well-developed oral communication skills are required, as the role holder is required to direct and instruct a team of catering support staff.

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.

Special Features

The role holder will be expected to develop their catering skills and regularly update their knowledge of the Priory's operational standards with regard to catering and COSHH.

Upholding Company Values

Competency	Req'd Level	Descriptors
Quality - Of care, treatment, of facilities and of staff	2	<ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Complies with relevant regulatory and statutory requirements
		<ul style="list-style-type: none"> ✓ Double checks accuracy of own and work of others ✓ Carefully monitors and checks the accuracy and quality of others' work ✓ Values the input and expertise of colleagues ✓ Keeps clear, detailed records and files
Innovation - Being forward thinking and thought leaders	2	<ul style="list-style-type: none"> ✓ Adapts new services already introduced in other areas within the group ✓ Amends these services to suit the needs of the local service
		<ul style="list-style-type: none"> ✓ Proposes new services to regional management, taking into account the local needs of the area ✓ Assists and supports regional management with developing and implementing these new services
Value - Due to transparency and flexibility	2	<ul style="list-style-type: none"> ✓ Prices services in line with local needs ✓ Reacts to local feedback regarding pricing of services
		<ul style="list-style-type: none"> ✓ Regularly reviews services and price points adjusting where appropriate ✓ Adjusts prices in line with demand for services