

Job Description

Job title	Chef	Job family	Healthcare
Reporting to	Head Chef / Support Services Manager	Job code	
Location		Evaluation Date	November 2019

Job Purpose

Assists with the provision of a catering service within a Hospital with a particular emphasis on the planning, preparation, cooking and serving of meals.

Responsibilities

- Undertakes the planning, preparation and cooking of meals taking account of any special requests or dietary requirements within the unit.
- 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. Ensures that wastage is minimal.
- Assists the Head Chef by researching and creating new menus ensuring meals are of a high quality and compliment healthy eating guidelines.
- 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
- Organises and prioritises own workload within established procedures
- Excellent communication and negotiation skills.
- Good organisation and time management
- Some knowledge of specialised diets may be required (Dysphagia, Allergens, etc)

Experience

Experience within a professional kitchen environment.

Communication

Good written and verbal communication skills, the post holder will be required to direct and instruct a team of catering support staff.

Responsibility

Leadership

Supervision of a small team.

Budgets & Equipment

No budgetary or financial responsibility

Information

Shared responsibility for the confidentiality, security and accuracy of data and information.

Working Environment
The post holder will work 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