

### Job Description

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