

Job Description

Job title	Head Chef	Job family	Healthcare
Reporting to	Unit Manager	Job code	HOS/025
Location		Evaluation Date	15/02/2013

Main Purpose

Manages the provision of a catering service within a Priory unit with particular emphasis on the planning, preparation and cooking of meals through a team of staff.

Key Accountabilities

Quality

1. Manages staff and procedures to ensure the efficient delivery of all aspects of food preparation and cooking, taking account of any special requests or dietary requirements within the unit. The role holder will need to be actively involved in the preparation and cooking, as well as managing the work of others, ensuring operational standards comply with the company's 'Assured Safe Catering policies' and guidelines.
2. Supervises, develops and motivates a small team of catering staff at all levels, ensuring compliance with safety legislation and Priory policies in all catering operational areas.
3. Manages stock ordering and rotation in an efficient and cost-effective manner.

Innovation

4. Alongside clinical colleagues, researches and creates new menus for the unit, taking account of healthy eating guidelines and any needs that particular patient/pupil groups may have.

Value

5. Responsible for the managing the food budget within Priory standards, taking account of cost per cover calculations, as well as ensuring best value and quality of ingredients.

Knowledge & Skills

NVQ3 or equivalent or Qualified By Experience in Catering together with an Intermediate Food Safety Certificate.

Experience

Experience within a professional kitchen environment, including the management and motivation of teams.

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 management will require adaptive and creative thinking.

Responsibility

Staff

Supervisory responsibility for a small team of catering staff.

Budgets & equipment

Budgetary management and delegated authority to sign off invoices from nominated suppliers. Responsible for the appropriate use of various pieces of catering equipment, and for ensuring that effective use and maintenance 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-practiced management communication skills are required, as the jobholder is required to direct and motivate a team of catering staff. Additionally, the role holder will liaise with other departmental managers to ensure the quality of the service provision is maintained.

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

None.

Upholding Company Values

Competency	Req'd Level	Descriptors
Quality - Of care, treatment, of facilities and of staff	3	<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
		<ul style="list-style-type: none"> ✓ Introduces new systems and processes to improve quality ✓ Highlights shortcomings in processes, investigating unusual behaviour and identifying underlying causes ✓ Introduces performance standards and relevant KPIs to improve the quality of processes and outputs ✓ Tests out hypotheses using modelling techniques to make predictions and forecasts ✓ Develops broad plans to take into account risks, conflicts, resources as well as timescales
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