

JOB DESCRIPTION

Post Title:	Chef
Employer:	Hafod Care Association
Responsible To:	The Registered Manager
Location:	Ty Penrhos

MAIN OBJECTIVES OF THE POST

- To control and manage the day to day running of the kitchen and catering services within a large nursing/residential home.
- To be responsible for ensuring that the preparation and presentation of food is of a high standard and complies with required standards and costs which are controlled within budget.
- To manage and implement the requirements set out by the Environment Health and Local Authority for the Home and Food Safety Act 1990. To be responsible for ensuring that the kitchen and associated areas fully conform to the requirements as laid down under the health and safety at Work legislation.
- To ensure that the Association's policies and procedures are adhered to, and that all processes undertaken meet internal and external audit requirements.

PRINCIPAL DUTIES

1. To be responsible for ensuring that high standards of hygiene and cleanliness are maintained throughout the kitchen to meet the required standards of practice prescribed by the Environmental Health Agencies.
2. To manage and supervise the kitchen staff in their daily duties, ensuring compliance and understanding of their responsibilities to food hygiene, preparation and all Health and Safety requirements.
3. To identify recruitment needs and agree with the Home Manager an action plan in a timely manner.
4. To undertake the supervision and support of all kitchen staff and to ensure that training is undertaken and qualifications are updated as required.
5. To undertake performance reviews of all kitchen staff on an annual basis.
6. To assist in the financial control of labour costs.
7. To ensure all equipment is in good, clean working order and organise any repairs/replacements as necessary, in consultation with the Home Manager.
8. To plan and provide menus in close consultation with residents and the Home Manager ensuring that meal choices reflect the preferences of residents, and which are within pre-set budgets.

9. To plan and provide for specific dietary requirements.
10. To manage deliveries, stock control and stock rotation. Ensuring that stock ordered is consistent with planned menus and stored in the appropriate area.
11. Ensure that all record keeping is kept up-to-date and adequately filed i.e. temperature controls and stock sheets in line with HACCP requirements.
12. To manage and ensure that daily, weekly and monthly administration is to company standards and meets deadlines.
13. To ensure that no unauthorised suppliers are used when ordering goods and services.
14. To work with the Home Manager in the setting of food and staffing budgets
15. To conform to the Home's food hygiene policy and in particular, critical points/hazard analysis. Personal appearance/hygiene must be of an acceptable level: uniform provided must be worn, hair covered and tied back. Sensible enclosed non-slip shoes to be worn.
16. To maintain and check first aid equipment within the kitchen.
17. To manage and ensure that the storage of all cleaning materials conform to the Home's COSHH policy.
18. To assist in the formulation of policies and procedures as and when necessary.
19. To participate in staff meetings and in staff training where applicable.
20. To adhere to the Association's Policies and Procedures.
21. Any other duties which the post holder might reasonable be expected to perform.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

Signed.....Date.....
Employee

Signed.....Date.....
On behalf of Hafod Care Association

PERSON SPECIFICATION: CHEF [PICTON COURT]		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	City and Guilds (or equivalent) 706/1 and 2 or NVQ Level II/III Food Safety Certificate	Knowledge of HACCP and COSHH Regs Intermediate Food Safety Certificate First Aid Certificate
WORK EXPERIENCE	Sound professional catering experience within a commercial or institutional setting. Proven ability to deliver a high standard of food service Experience of costing, and budget monitoring and control.	Catering within a residential/nursing care environment Knowledge of special diets
SKILLS	To motivate and manage a team of staff to deliver a high quality service. Coaching and mentoring Ability to maximise use of products and to minimise wastage. Capable of producing 'high volume' cooking Excellent communication and interpersonal skills Budgeting Customer care	
SPECIAL APTITUDES	Ability to work without supervision Practical approach Aptitude towards learning and personal development. Teamworker Commitment to providing a quality service Responsive to individual needs	Experience of working in an environment connected with nursing, physical and mental disabilities
PERSONAL QUALITIES AND ATTRIBUTES	Common sense Tolerance Understanding Dependable Flexible	
OTHER REQUIREMENTS	Able to work at short notice when required Weekend working	

PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AND EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS WHICH INVOLVE WORKING WITH VULNERABLE PEOPLE.

THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FORM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT

PAY AND CONDITIONS – CHEF

1. The hourly rate for this position is £8.00 - £8.50 dependent upon qualifications and experience.
2. The hours of work are 40 per week as agreed with management.
3. Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.
4. Your paid holiday entitlement will be 5.6 weeks per annum.
5. Employees are entitled to join the Association's stakeholder pension scheme after three months employment with the Association.