



JOB DESCRIPTION

Job Title	Chef
Responsible To	Head Chef

Purpose of Position

To deputise for the Head Chef and produce meals and services at the required time to the residents of the home, according to the standards and procedures agreed with the Head Chef and Home Manger.

WORKING RELATIONSHIPS

Internal

To have a commitment to multidisciplinary team working and therefore the working relationship will be with ALL members of the home's team and its residents.

External

Contact with the suppliers of provisions to the home.

Principal Responsibilities

- To ensure the prompt service of all meals and services at the required times to the agreed standards and residents satisfaction.
- To ensure the methods of preparation and presentation comply with current recognised catering standards /practices / recipes and to work within an agreed food and labour cost budget.
- To ensure that all statutory regulations pertaining to the safety and hygiene operations of the kitchen and associated areas are adhered to by all members of staff and visitors.
- In the absence of the Head Chef, ensure that all deliveries of food / provisions to the home are in suitable vehicles and where appropriate checks are made and recorded on the temperature levels on receipt of goods.

- To ensure that all stores and other areas of potential loss are secured at all times according to the home's policies.

Infrequent Duties

- To report and record any complaints or compliments and where necessary take remedial action.
- To report immediately any incidents of fire, theft loss, damage or other irregularities and work with the manager to ensure that appropriate action is taken.
- To attend regular meetings with the Head Chef or Home Manager and other training sessions as may be necessary from time to time.
- To provide meals to visitors to the home when requested.
- To provide catering for parties and other events.

Other Duties

- To ensure that daily checks are made on all meals to residents to ensure quality, quantity, temperature and presentation.
- In the absence of the Head Chef, ensure that all records pertaining to the kitchen operation are in accordance with the necessary legislation.
- To work within all current codes of conduct.
- To maintain all equipment and working areas in accordance with Food Hygiene, Health & Safety legislation. To comply with COSHH regulations
- To act at all times, whilst on duty, in accordance with Waypoints Care Limited Policies including fire, reporting of accidents, confidentiality of information.

NOTE: The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.

CONFIDENTIALITY: During the course of your duties you may have access to see or hear information of a confidential nature and you are required to undertake not to disclose any such information to any unauthorised persons.

Working Conditions

A flexible 37.5 hour week will be worked to meet the needs of the home this will include some weekends and bank holidays. (Part time/job share hours available)

This is a developing post therefore the content of this job description will be reviewed after six months in conjunction with the post holder, to ensure that it meets the needs of the home and the organisation as a whole.