

Job title	Chef
Reports to	Chef Manager

Job purpose

To carry out all duties as directed by the Chef Manager, relating to meal preparations, orders and any staff requirements, whilst maintaining strict food hygiene standards.

To support the Chef Manager to ensure that the catering department is safe, caring, effective well led and responsive. To support the department to be compliant with external regulation and follow The Chaseley Trust's policies and procedures and ensure the department will be cost effective in the delivery of high-quality care. To support the creation of a kind, welcoming and inviting space for all our residents and visitors to the Trust.

Duties and responsibilities

Regulation and Legislation

1. Comply with food safety and health and safety policies. Ensure that food safety paperwork is accurately completed and is compliant with food safety legislation (HACCPs).
2. Ensure personal mandatory training is up to date.
3. In the absence of the Chef Manager ensure all standards are maintained and staff have the correct training and supervision at all times.

Operational Standards

1. To support the 4-week rota to ensure leave and sickness is covered.
2. To support the Chef Manager in creating nutritious, well-balanced 4-week cycle menus, which reflect the Trust's standard of using fresh, quality and seasonal produce and are within the budget set for the facility.
3. In the absence of the Chef Manager, consult Residents and Clinical Staff when developing menus ensuring that all dietary requirements are catered for within a food forum.
4. Review menus quarterly, in line with seasonal changes.
5. Prepare, cook and present meals attractively. Ensure that the majority of the menu is home cooked with minimal use of convenience foods.
6. Ensure that home baked biscuits and cakes are provided daily, with healthy options.
7. Ensure that modified meals and snacks are provided in line with operational procedures and IDDSI guidelines.
8. Ensure dining rooms and tray service is in line with operational standards.
9. Provide a breakfast service to our Residents in line with their requests.
10. Serve food to Residents in dining rooms at lunch and supper times ensuring a rotation of catering staff between communities of the care facility.
11. Talk to Residents on a daily basis, taking feedback and making the necessary changes.
12. Support the maintenance of an accurate and up to date folder and chart of Residents likes and dislikes, ensuring all catering staff are aware of our Residents' needs. Fortify meals for those nutritionally at risk.

13. Ensure that a high standard of cleanliness is maintained in the main and satellite kitchens, monitor these areas and audit.
14. Ensure that stock levels within the catering department are adequate, rotated, used effectively and secured at all times. Avoid unnecessary wastage and deterioration of food.
15. Ensure equipment is used appropriately. Report defects and withdraw from use immediately.
16. In the absence of the Chef Manager attend Resident meetings, evening, or weekend functions as they arise to facilitate a quality service to Residents and visitors to the home. Ensure feedback from Resident meetings is acted on.

Leadership

1. Support the team rota to ensure agency workers are only used as the very last resort, seeking authorization from the Registered Manager.
2. Train and develop care staff with the delivery of food service.
3. Ensure your team participates in Resident of the day as directed by the Registered Manager.
4. In the absence of the Chef Manager, lead the catering team to ensure they deliver a safe and efficient catering service to our Residents.

General

1. Adhere to the local safeguarding policy and follow the Duty of Candour requirements.
2. Order all catering supplies through nominated suppliers, managing budgets accordingly.
3. Ensure finance have copies of all expenditure, invoices, and receipts.

Working conditions

Work hands on alongside team members when staff shortages occur, irrespective of shift patterns or days of the week.

The Chaseley Trust subscribes to Well Led

Good leadership, at all levels of the organisation, shapes its culture into one where people who use the services and the quality of care come first:

- strong and effective leadership
- a supportive and values-driven culture
- encouraging teams to work together
- stable management
- open and collaborative

Safeguarding

Chaseley Trust is committed to safeguarding and promoting the welfare of vulnerable adults, employees and volunteers. All offers of employment with the trust are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS. Please note that under the GDPR, by making your application, you are consenting to Chaseley Trust processing and retaining your personal information for the purposes of the application. You



have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Chaseley Trust to process your application any further.

Final Statement

Please note, irrespective of the post held, and at all times you are responsible for the health and safety of yourself, colleagues, Residents and visitors.

This job description will be agreed between the jobholder and the officer to whom he/she is accountable.

It is a reflection of the present position and will be subject to review and alteration in the event of any future development within the Chaseley Trust. It will be used as the basis for the determination of objectives.

Please sign and return one copy to HR.

Job Holder Name: _____

Signature: _____

Date: _____



Person Specification

Requirement	Essential	Desirable
Education, training and qualifications	<ul style="list-style-type: none"> • Level 3 Food Hygiene Certificate • Level 2 Health and Safety • Infection control training • Control of Substances Hazardous to Health (COSHH) training 	<ul style="list-style-type: none"> • Level 4 or equivalent experience in catering • Diploma in hospitality management • Level 4 Food Hygiene Certificate • Training Certificate 7300 • Nutrition qualification
Skills and knowledge	<ul style="list-style-type: none"> • Preparation and presentation of modified diets • Awareness of wider COSHH legislation • Awareness of wider Food hygiene legislation (HACCPs) • Allergies and intolerances • Awareness of safeguarding 	<ul style="list-style-type: none"> • Awareness of care home regulators and their requirements
Experience	<ul style="list-style-type: none"> • Good background of catering experience • Menu development • Food preparation and presentation • Customer service • Training and recruitment • Stock control and ordering 	<ul style="list-style-type: none"> • Knowledge of auditing • Working within care home environment
Personal attributes	<ul style="list-style-type: none"> • Practical • Personable • Creative 	
Skills and abilities	<ul style="list-style-type: none"> • Multi-tasker • Person centered • Diligent • Flexible • Can do approach • Creative • Excellent communication 	

This job description reflects the current main organizational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.

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Job Holder Name: _____



TheChaseleyTrust

Supporting and Enriching Life for People with Neuro-disability

Signature:

Date:
