

Job title	Head Chef
Reports to	Registered Manager

Job purpose

To lead and manage the catering department in delivering high-quality, nutritious, and well-presented meals for residents, staff, and visitors.

The Head Chef is responsible for ensuring that all catering operations comply with food safety, health and safety, and regulatory standards.

The postholder will provide strong leadership, inspire a positive kitchen culture, and ensure that the catering service is cost-effective, person-centred, and responsive to the individual needs and preferences of residents.

Duties and responsibilities

Regulation and Legislation

1. Ensure all food safety documentation and records are completed accurately and up to date.
2. Ensure the catering service meets regulatory and organisational requirements, including CQC expectations, infection control, and health and safety policies.
3. Maintain all staff mandatory training, including food safety, COSHH, and infection control.
4. Undertake internal audits and implement any corrective actions promptly.

Operational Standards

1. Ensure that the catering department has a 4-week rota in place, ensuring leave and sickness is covered.
2. Create 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 care facility.
3. 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.



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Supporting People with Disabilities

11. Maintain 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.
12. Ensure that a high standard of cleanliness is maintained in the main and satellite kitchens, monitor these areas and audit. Providing feedback to the teams on findings and improvements to be made.
13. 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.
14. Ensure equipment is used appropriately. Report defects and withdraw from use immediately.
15. To provide high quality catering for external companies booking events at the Trust, including parties, celebration events etc.

Leadership and Management

1. Lead the catering team to deliver a safe, efficient, and resident-focused catering service.
2. Plan staff rotas to ensure full coverage, managing leave and sickness effectively while minimising agency use.
3. Recruit, train, supervise, and appraise catering staff to maintain high performance and motivation.
4. Promote a culture of respect, creativity, and continuous improvement within the kitchen team.
5. Work collaboratively with clinical, care, and facilities teams to ensure nutritional needs and dietary requirements are fully met.
6. Attend occasional SMT meeting when invited to discuss catering plans and objectives.

Resident Engagement and Quality

1. Engage with residents daily to gather feedback on meals and make improvements as needed.
2. Attend resident meetings and food forums to promote choice, satisfaction, and inclusion in menu planning.
3. Support residents with specific dietary needs to ensure meals are fortified or adapted as required.
4. Foster a welcoming, inclusive dining experience that enhances residents' wellbeing and quality of life.

Financial and Administrative Responsibilities

1. Manage the catering budget efficiently, ensuring all purchases deliver value for money.
2. Order all food and catering supplies through approved suppliers and maintain accurate financial records.
3. Provide finance with copies of all expenditure, invoices, and receipts promptly.
4. Identify opportunities to improve cost-effectiveness without compromising quality.
5. Ensure waste is kept to a minimum and recorded daily.

6. To ensure staffing costs are in line with the budget and no unnecessary costs are incurred from agency use and unplanned overtime.

Safeguarding and Duty of Care

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.

Working conditions

Work flexibly to meet the needs of the service, including hands-on support during staff shortages or special events.

Attend evening or weekend functions as required to support the home's activities and hospitality.

The postholder must be willing and able to work regular weekends as part of the rota.

Job Title of positions to be supervised

Chef
Kitchen General Assistant
Dining Room team Leader

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

Person Specification

Requirement	Essential	Desirable
	<ul style="list-style-type: none"> • Level 3 or equivalent in catering 	<ul style="list-style-type: none"> • Level 4 or equivalent in catering



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"> • 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 • Able to complete Risk Assessments for the Department 	<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 • Managing a kitchen • Training and recruitment • Budgetary control • 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 • Leads by example • Creative • Inspiring 	
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.

Please sign and return one copy to HR.

Job Holder Name:



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Signature:

Date:
