

Job Description – Head Chef

Job Title: Head Chef

Reports To: Registered Manager and/or Owner.

Contracted Hours: 40 Hours per week

- Day shift 7:30am-3:30pm
- Every other weekend

Food Preparation

- Supervision and preparation of the cooking and serving of delicious and nutritious hot and cold meals, as and when required for residents.
- Ensuring all meals are of the highest possible quality and attractively presented.
- Providing for special dietary requirements where necessary and taking into account the preferences of individual residents.
- Sensible portioning of meals to residents

Communication

- Liaising with the home manager when planning/costing menus to provide a balanced nutritious diet within a reasonable budget. Making the best of available fresh foods.
- Arranging/participating in staff and residents' meetings as required.

Budgetary / Financial Control / Documentation

- Maintaining accurate records of food supplies, waste, and hazard analysis.
- Keeping daily records of all fridge and freezer temperatures in the building as required by the Environmental Health Food Standards Agency, CQC and the Company.
- Ensuring the correct and economical use of provisions and equipment within budgetary guidelines.

Services Delivery

- Ensures a safe environment is maintained for client's, staff, and visitors.
- Demonstrates high professional and personal standards in liaising with visitors, members of the community and other professionals.
- Always maintains residents' dignity and confidentiality.
- Ensuring all kitchen equipment is maintained correctly either personally or by the company's maintenance team.
- Ensuring stock rotation. Ordering stock and checking deliveries and checking and valuing stocks as required by the home manager.
- Planning, design, communication, and costings of menus.

Training and Development

- Maintaining and improving professional knowledge and competence.
- Attending mandatory training days / courses, on or off site, as and when required.

Staff Management

- Supervising and instructing kitchen staff members in the use of all equipment and hygiene procedures and giving help and guidance where appropriate.
- Ensure that agreed channels are used for staff expressing dissatisfaction or disagreement.
- The post holder will participate in personal supervision with the Manager/Deputy Manager to support and develop good practice, review performance's, and identify personal training needs.

Equality and Diversity

- To promote and always act in accordance with the company's equality and diversity policy.

The Manager may require other duties to be undertaken, as part of the services provided for the home.

Person Specification – Head Chef

Essential Criteria	Job Title: Head Chef
Education and Training	<ul style="list-style-type: none">• Basic Food / Hygiene Certificate essential• Intermediate Food / Hygiene Certificate desired
Experience	<ul style="list-style-type: none">• Experience in kitchen essential
Knowledge/Technical Skills	<ul style="list-style-type: none">• Time management skills – responding to and prioritising a range of competing demands.• Digital skills are desirable.
Personal Skills	<ul style="list-style-type: none">• Good communication skills• Good organisational skills• Ability to manage pressure and conflicting demands, and prioritise tasks• Team player• Ability to work on own initiative

Employee signature: _____

Date: _____

Manager signature: _____

Date: _____