





















# JOB DESCRIPTION AND PERSON SPECIFICATIONS FOR *CHEF*

<b>VERSION No</b>	3	
<b>REVIEWED BY</b>	Manager (MP)	
<b>NUMBER OF PAGES</b>	3	

<b>JOB TITLE</b>	<b>Chef</b>
<b>RESPONSIBLE TO / REPORTS TO</b>	<b>Deputy Manager / Nurse in Charge</b>
<b>ACCOUNTABLE TO</b>	<b>Registered Manager</b>
<b>LOCATION</b>	<b>Bendigo Nursing Home</b>
<b>HOURS OF WORK</b>	<ul style="list-style-type: none"> <li> Monday to Friday</li> <li> 09:00 to 19:00 (including breaks)</li> <li> the need to work occasionally during weekends may arise</li> <li> must be available to work the first Saturday of July (of each year) for the home's open day, Christmas Day, etc.</li> </ul>
<b>JOB PURPOSE / OBJECTIVE</b>	<ul style="list-style-type: none"> <li> responsible for ensuring residents receive a varied, appealing, wholesome and nutritious diet, which is suited to individual assessed and recorded requirements.</li> <li> Food, including pureed meals, must be presented in a manner which is attractive, appealing and appetising in terms of texture, flavour and appearance, in order to maintain appetite and nutrition.</li> <li> responsible for managing the operation of the kitchen including food production, staff management, supplies, presentation / service and record management and compliance with quality and safety standards</li> <li> To work closely with residents / representatives, other staff and visiting professionals such as SALT, dieticians, to ensure peoples' needs and preferences are met, including: <ul style="list-style-type: none"> <li> Special diets such as vegetarian, vegan, gluten free, people with diabetes, etc.</li> <li> Various cultures and religions</li> <li> Mashed, pureed diets</li> <li> Fortified meals</li> </ul> </li> <li> To work as a member of a team, closely with staff and residents in creating and reviewing menu</li> <li> To ensure Food Safety Standards are maintained at 5***** stars</li> <li> To work to set budget</li> <li> To have good organisational skills and time management</li> <li> To have good leadership skills</li> <li> To train new staff</li> <li> To provide guidance and supervision to staff that are involved in preparation of food</li> </ul>

## **Main Duties and Responsibilities**

1. Plan menu with the residents, staff and relevant professionals
2. Ensure meals are of a high quality, content and appetizingly presented, and that food safety guidelines are followed at all times
3. Liaise with Nursing Staff to ensure that residents' dietary needs are being met at all times.
4. Meet with Resident's to discuss dietary needs and preferences.
5. Ensure proper and economic use of foodstuffs within budget limits.
6. Be responsible for ordering foods and other relevant stuff such as adaptation utensils, etc.
7. Supervise Kitchen Assistants and ensure that they understand their duties, and perform them to a high standard.
8. Ensure that the trays are laid correctly.
9. Assist with the training of other staff involved in the preparation of food.
10. Ensure that all appropriate records are in place in accordance with Environmental Health, and the Regulation and Quality Improvement Authority Guidelines.
11. Ensure confidentiality is maintained at all times.
12. Adhere to all Policies and Procedures of the Home relevant to the job description.
13. Attend all mandatory training and refresher courses provided by the Home.
14. Be helpful and polite to residents and visitors at all times.
15. Report all complaints to the Home Manager/ Deputy Manager and assist with investigations when required.
16. Be flexible and take instructions from residents and staff.

## **Health and Safety**

1. Ensure that the personal hygiene of all staff within the kitchen is of the highest standard and in compliance with Infection Prevention and Control (IPC).
2. Ensure that all areas of the kitchen including storage areas are kept meticulously clean and tidy.
3. Ensure that food is stored and cooked in accordance with Environmental Health Regulations.
4. Check the quality of food items delivered to the kitchen i.e. meat, fruit and vegetables, frozen food and stock rotation of provisions in refrigerators, freezers and store rooms.
5. Use and clean all equipment in accordance with manufacturer guidelines.
6. Maintain a safe environment.
7. Report all accidents to the Home Manager / Deputy Manager / Nurse in charge
8. Ensure accidents are recorded in the accident book.
9. Adhere to the Fire Safety Policy, COSHH Regulations and all other Health and Safety Guidelines.
10. Ensure all stock ordered is consistent with planned menus that reflect choice and preference
11. Maintain and check First Aid equipment within the Kitchen
12. Maintain an accurate stock control
13. Carry out good food Management, temperature controls and HACCP documentation according to current Food Hygiene regulations
14. Direct and supervise all Kitchen staff and ensure that they are aware of their responsibilities with regards to Food Hygiene and preparation, and Health and Safety requirements
15. Report immediately any faults with equipment to the Facilities Manager / Home Manager / Deputy Manager / Nurse in charge.
16. Reporting to the Facilities manager, any faulty appliances, damaged furniture, equipment or any potential hazard.
17. Making sure that chemicals / kitchen equipment are used and stored correctly and safety procedures adhered to at all times.
18. Ensuring all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen area (and, where appropriate, the dining areas) is carried out effectively.
19. Reporting immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
20. Understanding and ensuring the implementation of the Home's Health and Safety, Infection Control and Hygiene policies, and Emergency and Fire procedures.
21. Keep up to date with any change in relevant legislation, guidance and best practice, inform and assist the manager in implementation

### **Administrative and Leadership Responsibilities:**

1. Participate in staff meetings and in staff training where applicable
2. Work closely with residents to plan menus that reflect choice and preferences
3. Purchase supplies in accordance with the planned menu, whilst monitoring and controlling the service from suppliers
4. Ability to lead and manage a team of Kitchen staff
5. Ability to motivate a team of staff
6. Excellent verbal and written communication skills
7. Committed to providing a high quality service
8. Responsive to resident's individual dietary and cultural needs
9. Willing to attend such training sessions that are deemed necessary by line management.
10. Appropriate aptitude towards continuous learning and development Knowledge / Qualifications
11. Food Hygiene Certified – Level 2 as a minimum.
12. Willing to work towards Intermediate Food Hygiene qualifications
13. NVQ Level 2 / 3 in Food Preparation / Catering
14. Understanding and commitment to Equal Opportunities
15. Knowledge of cleaning procedures
16. An Enhanced CRB Disclosure is required for this position
17. To purchase fresh foods daily, from local suppliers.
18. Liaising with the Home Manager when planning / costing menus in order to provide a balanced nutritious diet, and making the best use of available fresh foods. To order frozen foods weekly from nominated suppliers.
19. To check regularly that supplier prices are competitive.
20. Maintaining accurate records of food supplies, waste and hazard analysis, and freezer / fridge temperatures as required by Environmental Health, Food Standards Agency, CQC and the Company.
21. Ensuring the correct and economical use of provisions and equipment within budgetary guidelines.
22. Ensuring stock rotation.
23. Ordering stocks and checking deliveries, and checking and valuing stocks as required by the Home Manager.
24. Work individually and within a team to provide the necessary supervision and direction to the Kitchen Assistants, to a standard commensurate with aims and objectives of the Home and in consideration of its residents.
25. Observe and maintain high levels of communication within the teams of staff, individual colleagues and residents.
26. Maintain client and business confidentiality at all times.
27. To carry out any additional duties as requested.
28. To undertake regular supervisions for Kitchen Assistants.

*This job description is a subject to periodic review and amendment in consultation with the post-holder in the light of changing circumstances (i.e. legislation, guidance, best practice, residents' needs etc.).*

*The above list is not exhaustive*