

JOB TITLE: Head Chef
REPORTING TO: Catering Manager
RESPONSIBLE TO: The Home Manager

JOB PURPOSE:

To organise and control the efficient and economic production of quality food within the allowed budget. Preparation and provision of meals. Responsibility for the day to day running of the kitchen ensuring compliance with relevant Health & Safety and Food Hygiene requirements. Maintain high standards of cleanliness and hygiene, in line with Environmental Health Regulations.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- NVQ level 3 (or working towards)
- Level 2 Food / Hygiene Certificate (or equivalent)
- Full understanding of HACCP & COSHH Regulations
- Good communication skills
- Capable to work effectively as part of a team and evidence of leading by example
- Ability to work on own initiative
- Satisfactory enhanced DBS checks

Desired:

- Previous supervisory experience
- Experience of Food Preparation for the relevant Client group

MAIN RESPONSIBILITIES

Food Preparation:

- Prepare, cook, garnish and serve hot and cold meals, as and when required according to the set menu and resident preference.
- If changes are required to the set Menu, record reasons for the change and inform residents & staff immediately, delivering a new menu.
- Provide for special dietary requirements where necessary and consider the preferences of individuals.
- Responsibility to organise the purchasing of groceries and other goods in conjunction with the Catering Manager.

Communication:

- To keep up to date with the admissions/discharges within the home and update meal preparation accordingly.
- To communicate with the Nurses & Managers as to the status of all residents and if any dietary amendments are needed to meet the needs of the residents.
- Liaise with the Catering Manager when planning / costing menus in order to provide a balanced nutritious diet, making the best use of available fresh produce.
- Arrange / participate in Staff and Management meetings as required.

Human Resources:

- Manage and update rota on SONA for Kitchen Team.

Training & Development:

- Supervise and instruct Kitchen Staff Members in the use of all equipment and hygiene procedures, giving help and guidance where appropriate.
- Conduct basic food hygiene training for all Care Staff involved in handling and delivery of food.
- Maintain and improve professional knowledge and competence.
- Attend mandatory training days/courses, on or off site, as and when required.

Health & Safety and compliance:

- Ensure statutory Health and Safety standards in the kitchen and dining areas.
- Ensure all HACCP documentation is completed correctly and signed.
- Ensure 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.
- Report immediately to the Catering Manager or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
- Understand, and ensure the implementation of Hill House Nursing Home Ltd.'s, Health and Safety policy, and Emergency and Fire procedures.
- Report to the Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
- Promote safe working practice in the Care Home.
- Maintain accurate records of food supplies, and freezer / fridge temperatures.
- Ensure stock rotation. Order stocks and check deliveries, and check and value stocks as required by the Catering Manager.

GENERAL:

- Promote a positive personal I professional profile within the local community, ensuring the good reputation of the company at all times.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties (GDPR)
- Notify the Catering Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Ensure the security of the Care Home is maintained at all times
- Adhere to all Company policies and procedures within the defined timescales.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.

Creation and authorisation:

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Hill House Nursing Home Ltd reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Please note that you share with Hill House Nursing Home Ltd the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Employee Signature:	Date:
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