##### JOB DESCRIPTION

#### JOB TITLE: Chef

**RESPONSIBLE TO: Catering Manager/Head Chef**

**RESPONSIBLE FOR: All Kitchen Staff**

**ACCOUNTABLE TO: Patient Quality & Safety Manager**

## **JOB SUMMARY**

To assist the Head Chef with the management, development and delivery of all aspects of the catering service within the Hospital. Ensuring that the preparation and presentation of food complies with the required standards and costs are controlled within budget whilst maximising the customer experience through the production of interesting and creative menus.

### Principal Duties and Responsibilities

#### Management

* In the absence of the Head Chef to provide clear and consistent leadership to all staff in the catering department, maintaining a visible presence in line with the catering operational plan.
* To assist the Head Chef to ensure that company and statutory regulations pertaining to safety and hygienic operations of the kitchen and ancillary areas are adhered to by all members of staff.
* In the absence of the Head Chef plan and organise workload and staff skill mix availability to accommodate all department throughput and provide adequate cover in order to provide an efficient service.
* To assist the Head Chef to ensure that all staff are aware of and comply with current Company policies, procedures and current legislation relating to, Equal Opportunities and Health and Safety.
* To assist the Head Chef with ensuring that all equipment used in the department is in good working order and is used appropriately.
* Assisting the Head Chef to ensure stock levels are maintained and that re-ordering of equipment and stores are in line with company policy and within department budget.
* Responsible for logging and reviewing incidents relating to the catering service, in the absence of the Head Chef.

#### Core Responsibilities

* Assisting the Head Chef to ensure that foodstuffs are used correctly so that wastage is kept to a minimum and staffs are trained to effect good portion control.
* To assist the Head Chef to ensure that all dietary requirements are catered for.
* To work with the kitchen team to prepare and produce meals.

**Communication**

* Ensure that identified lines of communication are maintained with patients, colleagues and external agencies to demonstrate politeness and courtesy and sensitivity promoting the corporate image of Practice Plus Group.
* In the absence of the Head Chef be actively involved in Heads of Department meetings and facilitate catering team meetings.
* To assist in ensuring that all team members are aware of local and general Health & Safety matters,

Clinical Governance

* To assist with ensuring systems are in place so that all staff are aware of and work in accordance with legislation and Company policies pertaining to Health and Safety, COSHH and infection control.
* To maintain standards of infection control within the kitchen and beverage areas in conjunction with housekeeping.

**Performance Assessment**

* To undergo an annual performance assessment and agree a personal development plan with the Head Chef which will ensure that the personal, team and Hospital objectives are achieved.

**Health and Safety**

As an employee of Practice Plus Group, the postholder has a duty under the Health and Safety at Work Act 1974 to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………...

Date …………………………………...

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| **Person Specification – Second Chef** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Minimum NVQ 2 in a catering discipline or City & Guilds 204/205/206 * Level 2 hygiene certificate | Advanced hygiene certificate |
| Experience | * Practical catering experience * Developing menus * Special dietary requirements * Stock management and ordering | Experience gained in a healthcare setting  Previous experience of Supervising a team |
| **Skills and Knowledge** | * Able to accurately record data * Able to prioritise workload * Able to use own initiative |  |
| Other Factors | * Able to work in a demanding environment * Ability to work in a multi-disciplinary team * Adaptable, friendly, polite, courteous and caring * Flexible attitude to work * Physically and mentally fit to undertake the role |  |

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| **HAZARDS:** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical Contact with patients |  | Performing Exposure Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty environment |  | VDU Use |  |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents | X | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling | X | Working in Isolation |  |
| Heat | X | Standing | X |  |  |