

Job Description

Job Title: HEAD COOK

Job Code: CT01

Job Holder:

Department: CATERING

Position in the organisation:

Responsible to: Home Manager
Direct reports: Catering Team within the Home
Works in conjunction with: All residential home staff

Summary of main responsibilities:

To be responsible for the efficient manning of the kitchen including budgeting, ordering stock, hygiene, the management of the team and the production of meals and refreshments in accordance with CQC standards and the requirements of The Organisation.

Main Duties and Responsibilities:

1. Prepare, serve and evaluate all meals and refreshments to a high standard in terms of quality and presentation in consultation with residents and staff within the home.
2. Plan menus in line with individual residents' needs and dietary requirements in line with Standard 15 of the CQC standards and budgetary provisions.
3. Prepare wholesome homemade meals using as much fresh produce and seasonal produce as available.
4. Manage own food budget reporting to and updating the manager.
5. Manage own provisions including ordering, stock control, consultation with suppliers and issues regarding stock.
6. Supervise all kitchen staff and carry out staff appraisals.
7. Ensure cleaning schedule is carried out to maintain required standards.
8. Deliver training to staff relevant to food safety, health and safety nutrition awareness and food preparation promoting individual progressive learning.
9. Ensure staff rotas are covered on a daily basis in conjunction with allocated hours.
10. Organise functions and celebrations for individual residents and the Home.
11. Ensure compliance with legislation associated with Food Safety and Food Hygiene.
12. Work with all staff towards agreed policies and standards of care in keeping with the stated beliefs of the Organisation.
13. Work to promote equality and diversity, and eliminate discrimination for all the Organisation's service users, staff and volunteers.
14. Take part in staff and residents' meetings and in training activities as directed.
15. Take part in individual performance reviews as required.

No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post holder.

PERSON SPECIFICATION

Job Title: Lead Chef

Competency	Performance Criteria
Professional Practice:	
Modelling best practice	<ul style="list-style-type: none"> • Demonstrate evidence of appropriate qualification to undertake the post • Relevant experience in bulk catering and knowledge of food preparation and hygiene for the client group • Demonstrates patience with, and compassion for, older people • Awareness of cultural and dietary needs of individuals
Maintenance of quality standards (internal & external)	<ul style="list-style-type: none"> • Meet the quality standards as defined by outside agencies
Decision making	<ul style="list-style-type: none"> • Ability to make decisions with senior staff in respect of menus
Health & Safety	<ul style="list-style-type: none"> • Physically capable of moving and handling • Knowledge and understanding of COSHH regulations • Application of H&S practices with particular regard to catering equipment
Interpersonal Skills:	
Management of staff	<ul style="list-style-type: none"> • Ensure efficiency within kitchen environment
Teamwork	<ul style="list-style-type: none"> • Play an active role in creating a team working environment • Promote harmony in the team • Manage the performance of individuals and the team
Management of diversity	<ul style="list-style-type: none"> • Demonstrate awareness of different values/cultures amongst residents and staff
Effective communication	<ul style="list-style-type: none"> • Communication skills with different groups, e.g. staff, residents, local community
Leadership	<ul style="list-style-type: none"> • Evidence of leadership styles; directive and supportive coaching, training, delegation
Recruitment & selection	<ul style="list-style-type: none"> • Understand the process • Knowledge of equality & diversity and employment legislation
Self development	<ul style="list-style-type: none"> • Evidence of keeping up to date with related issues • Undertake relevant training
Planning & Control:	
Organisational skills	<ul style="list-style-type: none"> • Prioritise • Meet deadlines • Crisis management • General time management • Organisation of activities • Flexibility and openness to change

Personal Attributes:	
Mutual support	<ul style="list-style-type: none"> • Be aware of support needed by others • Consider how actions could support others • Be prepared to give encouragement and help when needed • Offer help to other groups
Communication skills	<ul style="list-style-type: none"> • Explain things simply • Keep to the point • Style that is warm and friendly • Listens carefully and attentively
Interpersonal sensitivity	<ul style="list-style-type: none"> • Appearance to create confidence in residents and visitors • Respect the dignity and privacy of all contacts • Exhibit a pleasant, professional manner
Judgement	<ul style="list-style-type: none"> • Ask questions to gather necessary information • Weigh the advantages and disadvantages of a course of action before reaching a decision

TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

Training Element
<ul style="list-style-type: none"> • Induction • Principles of Preparation & Presentation of Food & Drink - AgeCare Btec • Moving & Handling • COSHH Regulations • Basic Health & Safety • Certificate in Food Hygiene – Intermediate • Emergency First Aid • Fire Awareness • Adult Protection • Equality & Diversity • Infection Control • Knowledge of home's specialty, e.g. Dementia Care, Parkinson's Disease • Challenging Behaviour