

# Chef

## Job Description

Department:	Facilities
Grade:	Band 2
Hours:	Various Hours
Responsible_to:	Deputy Head Chef
Accountable to:	Head Chef

### **JOB SUMMARY:**

Professionally responsible for all aspects of food production and delivery to the Trust's patients, staff and visitors. Particular emphasis will be placed on food quality and adherence to standard recipes and methods.

He/she should also understand the relative application of cooking procedure including cook chill/cook freeze, correct seasoning, flavoring, consistency, texture and the promotion of both interesting and attractive ideas of presenting food.

### **SECTION 1- MAIN RESPONSIBILITIES:**

1. To maintain effective channels of communication in the department to ensure the efficient delivery of services and to be responsive to patients, staff and visitors views and needs.
2. To maintain effective channels of communication to wards and other users of the service, to provide advice and instruction to individuals or groups in relation to the provision of catering services.
3. To foster and maintain close working relationships with key groups of staff such as supervisors, storeperson, restaurant staff etc.
4. To assist management in the handling of complaints relating to departmental services by providing information and statements.
5. To assist management in delivering the departmental training policy, by attending training sessions as and when required.
6. To assist management in maintaining good working relationships with external agencies i.e. Environmental Health

7. To have a comprehensive knowledge and experience of food production and service systems.
8. To assist management maintain financial control of the catering services within the Trust by ensuring that standard recipes and methods are adhered to, that an effective stock control and issue policy is followed and that wastage is kept to a minimum.
9. Ensure safe and secure receipt, storage and use of all commodities including an effective stock control procedure.
10. Maintains the Trust's premises and equipment in a hygienic manner and in good repair.
11. To be accountable to the Assistant Head Chef/Head Chef for the day to day production of food in accordance with standard recipes and methods.
12. To play a role in the, induction, training, health & safety, supervision, retention and welfare of all staff in accordance with Trust policy and procedure.
13. Ensure that all food provided to patients, staff and visitors is appropriate for their needs
14. To embrace schemes and approaches that make staff feel valued which will encourage high levels of motivation and performance.
15. Good knowledge of food safety legislation, food service standards, and other health and safety implications of food services.
16. Plays an important role in the delivery of the Trust's food production service.
17. Assists management by co-operating and participating in the design and implementation of a programme of continuous quality improvement in the Trust's catering service, including customer satisfaction surveys.
18. Assists in ensuring that the dietary requirements of patients defined by the Trust's clinicians for the normal patient food service is delivered by the Catering Department.
19. Assists management in the compliance with the NHS Catering and Food Hygiene Controls Assurance Standard.
20. Responds to emergency events as part of the Trust's Major Incident Team.
21. Use of manually and mechanically operated catering equipment
22. To work in a safe and hygienic manner.
23. Understanding of the departments temperature monitoring procedures.
24. Maintaining a neat and tidy appearance at all times.
25. Attendance at meetings and training sessions as deemed appropriate by Management.
26. The preparation of modified diets.
27. To ensure security in all catering areas.

28. To report any mechanical defects and the need for repairs.
29. Any other task requested by Head Chef Catering Management.

## **SECTION2- KNOWLEDGE AND SKILLS**

1. Sound knowledge of food safety legislation food service standards.
2. Sound knowledge of food production techniques and procedures.
3. Basic knowledge in stock control.
4. Ability to act assimilates information quickly in emergency situations and to take appropriate action, either within the guidelines of policy and procedures, or acting on own initiative.

## **SECTION 3- EFFORT AND ENVIRONMENT**

1. Concentration required for extended periods when producing food.
2. Some walking when working in the kitchen.
3. Required to exert moderate physical effort on a daily basis by cooking food, moving food trolleys or boxes of catering provisions.
4. Regular exposure to heat, noise, and humidity when working in the food production unit.
5. Work is generally planned with occasional unplanned work when responding to major incidents

## **SECTION 4-ADDITIONAL REQUIREMENTS**

### **1. To provide cover for colleagues as directed by your manager.**

### **2. Risk Management (Health & Safety)**

- a) You will follow risk management procedures at all times. The Risk Management procedures for the Trust and the department are kept by the departmental manager.
- b) You are personally responsible for Risk Management issues in respect of yourself and your colleagues.
- c) If you identify a potential hazard you should report it to your manager / supervisor at once. If in doubt you should speak to your manager for guidance.
- d) You must always use safety equipment provided, and report any defects to your manager. You must attend Risk Management Training as directed by your manager.
- e) If you are a manager or have line management responsibilities for staff or a department or area of work, you are responsible for the Risk Management issues in that area. You will ensure that there is

an annual Risk Management audit in your area and make sure that where necessary, an action plan eradicating risks is drawn up and implemented.

f) Should you need help in resolving Risk Management matters, you must seek assistance from your manager.

### **3. Infection Prevention and Control**

a) You are personally responsible for ensuring that you protect yourself, patients, visitors and colleagues from the risks of infection associated with health care activities and the care environment.

b) You must adhere to infection prevention and control policies at all times liaising with the infection control team and acting on any instructions given.

c) You must attend regular infection prevention and control update training.

d) You should at all times promote and demonstrate good practice for the prevention and control of infection.

**4. To avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.**

**5. To safeguard at all times confidentiality of information relating to patients and staff.**

### **6 Child Protection and Vulnerable People**

It is the responsibility of all staff to safeguard children and/or vulnerable adults, to access training to ensure they know what constitutes abuse, and what support is available to them, at a level appropriate to their role and responsibilities.

To report any concerns, without delay, to the identified person within their department/division or area of responsibility as per the relevant policies, keeping clear records, and following up as required to ensure necessary actions have been taken.

### **7. No Smoking Policy**

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Conduct and Disciplinary Policy.

7. To behave in a manner which ensures the security of NHS property and resources.

8. To abide by all relevant Trust Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

**This job description is subject to regular review and appropriate modification in consultation with the post holder.**

## Person Specification

Requirements	Essential	Desirable
<b>Qualifications:</b>		
Professional Chef Qualification e.g. City and Guilds, NVQ	Yes	
Basic Food Hygiene Award	Yes	
Intermediate Food Hygiene Award		Yes
IOSH Managing Safely		Yes
<b>Experience</b>		
Proven track record of effectively supervising catering services and of achieving good standards.		Yes
Proven track record of effective stock control	Yes	
Proven track record of achieving targets	Yes	
Proven track record of working with dietitians and understanding of different diets required within a hospital environment	Yes	
<b>Skills and Knowledge</b>		
Working knowledge of food safety legislation/NHS Food Service Standards	Yes	
Knowledge of continuous quality improvement and customer care techniques	Yes	
Skills in planning and undertaking risk assessments of complex activities		Yes
Experience in planning and delivering training to staff	Yes	
Excellent Food Production Skills	Yes	
Good Industrial Relation Skills	Yes	
Good skills in using, interpreting and presenting reports	Yes	
Good negotiation and communication skills	Yes	
Strong Leadership Skills	Yes	
<b>Other Factors</b>		
Professional appearance	Yes	
Flexible approach to work	Yes	
Fitness to undertake duties of the post	Yes	
Ability to successfully maintain detached professional impersonal relationships	Yes	
Ability to maintain confidentiality	Yes	
Self-motivated and driven	Yes	
High Productivity	Yes	
Ability to work under pressure and to timescales	Yes	