

	JOB DESCRIPTION	
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Job Title:	Care Home Chef / Cook
Reports To:	Home Manager

JOB SUMMARY
 To provide a comprehensive, high quality catering service, which contributes to the overall wellbeing of the residents and is achieved within budget.

KEY RESPONSIBILITIES

- Prepare menu plans for approval by the Home Manager, which provide varied, nutritious and appetising meals for residents, taking account of any special dietary needs and retaining records for inspection purposes.
- Place food orders, subject to appropriate levels of authority, with approved suppliers, complying with procedures to maintain appropriate stock levels and control, ensuring good quality provisions are purchased within agreed budget limits.
- Supervise and direct the work of other kitchen staff, providing instruction and demonstration to unqualified staff on simple food preparation activity.
- Understand the principles of safe food handling to ensure all food preparation undertaken in the kitchen is to the highest standards of hygiene.
- Monitor and report the temperatures of refrigerators and freezers to ensure food is stored safely.
- Prepare and oversee the cleaning rota, to ensure the regular cleaning of all kitchen areas, equipment and appliances to meet the high standards of cleanliness necessary in food storage, preparation and service areas.
- Prepare and cook all daily meals for residents and staff and provides catering for special occasions, such as birthday cakes.
- Practice safe systems of work across the range of tasks and in particular moving and handling of loads, by assessing risk and having due regard for personal safety of residents, visitors and staff
- Understand personal responsibilities in relation to the Health & Safety at Work Acts and fire safety and evacuation procedures and demonstrates a working knowledge of COSHH assessments applicable in own work area.
- Act accordingly towards residents and their visitors, respecting the dignity, confidentiality and individuality of each resident.
- Contribute fully to team working, responding positively to colleagues and actioning all reasonable work instructions promptly.
- Take reasonable care of items of equipment used to carry out tasks, including general cleanliness and advising on any faults and the need for maintenance or replacement.
- Use and clean kitchen equipment and have the knowledge to observe the Food Safety (General Food Hygiene) Regulations 1995.
- Attend staff meetings and training sessions as required.
- Adhere to Home Policies and Procedures.

This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.

PERSON SPECIFICATION

Knowledge & Qualifications

- Demonstrate a minimum 2 years catering experience, preferably in a commercial environment.
- Hold relevant catering qualification – City & Guilds 706/1 and 706/2 or NVQ.
- Hold Basic Food Hygiene Certificate and demonstrates high standards of personal hygiene.
- Hold or work towards achieving Intermediate / Advanced Food Hygiene.

Skills

- Able to instruct and demonstrate food preparation activities.
- Efficient worker, able to respond to a demanding workload.
- Display a positive and flexible aptitude to team working.
- Demonstrate initiative and imagination.
- Exhibit a caring and understanding attitude towards the residents.

AGREEMENT

EMPLOYEE SIGNATURE:

DATE:

MANAGER SIGNATURE:

DATE: