

Job Description

Chef/ Cook

Accountable to: Registered Manager

Responsible for:

Below is an outline of your duties that you will be responsible for, these are not however exhaustive and there may be other comparable duties as directed by the management team. Working in a community may require you to work at alternative sites from time to time.

- Ensure that Service Users are offered three full meals each day, (at least one must be cooked)
- Ensure that the Service Users receive a varied, appealing wholesome and nutritious diet which is suited to individually assessed needs, likes, dislikes, tastes and requirements
- To present food in a manner that is attractive and appealing in terms of texture, flavour and appearance (including liquefied meals if required)
- To complete menus for each of the four seasons and make sure they are presented in a written format and put into place on time
- Manage the homes food ordering, storage, cooking, service and disposal process in accordance with the Food Safety Act 1990
- Carry out regular hazard analysis of food production areas and the food production chain
- Keep all records required by the Food Safety Act 1990 and the Essential Standards of Quality and Safety Act 2008
- Keep up to date with the cleaning and make sure the rota has been kept up to date and completed
- Supervise and Mentor Kitchen Assistants and Waitress/ Waiters
- Complete kitchen staff CPD's and make sure staff are trained within the requirements of current legislation

- To make sure that the kitchen is stocked and able to supply open service between the hours of 18.00-07.00
- To provide celebratory food for national holidays, special days, Service Users birthdays or other occasions
- To assist any inspectors with all necessary documents and information that they may require
- Meet and talk with Service users to get to know their needs and dietary preferences
- To attend Residents Meetings when the Restaurant Services are on the Agenda
- To make sure the kitchen is left clean and tidy at the end of each day
- To get to know the Gold Standard Framework and implement the programme within the home

Health and Safety

- To maintain all kitchen equipment as specified by the manufacturer
- Report any health and safety concerns to the duty manager, protecting the welfare of all visitors, staff and residents of the Care Community at all times. Including taking equipment out of action and placing notices on effected equipment.
- To keep yourself and the other people in the community safe.
- Maintain building security as instructed.

Training

- To attend all training provided to you when requested.
- To attend all staff meetings when requested.