

## **JOB DESCRIPTION**

**Job Title: Chef**

**Report to: Kitchen Team Leader**

### **PURPOSE:**

To prepare and cook nutritious meals, providing a high standard catering service for Broadway Lodge, to include residents, staff and other visitors/attendees.

To ensure that the kitchen and all its equipment is maintained, safe and hygienic.

To ensure that the kitchen and washing up surfaces and floors are kept as clean as possible at all times.

To understand the need to promote the privacy, dignity, and respect of residents.

### **PRINCIPAL DUTIES**

1. Prepare kitchen and equipment for use.
2. Actively monitor quality of food and minimise food wastage.
3. Determine quantities to be cooked and size of portions to be served, taking into account resident, staff and additional programme attendee numbers and choice.
4. Ensure individuals on special diets or with specific cultural needs are catered for and that choice is available.
5. Monitor stock levels (fresh, frozen and other ingredients), communicate any requirements to the Team Leader for ordering. Monitor the daily requirements ensuring that any necessary stocks are sourced on 'the day' at local supermarkets as required.
6. Maintain meticulous daily records in accordance with the food safety requirements and take an active role in maintaining the 5-star Food and Hygiene rating achieved.
7. Check quantity and quality of stock received and notify the Team leader of any deficiencies.
8. To work with the Team Leader to regularly review the daily menus on offer.
9. To work creatively with the Team Leader and incorporate donated ingredients at short notice into the weekly menus in an effort to reduce costs.
10. Oversee, supervise, and advise in regard to the work of the kitchen assistants including cleaning schedules.
11. Ensure Hazard Analysis and Critical Control Points (HACCP) processes are followed and recorded as required.

12. Assist within the team the washing and cleaning of floors, crockery, utensils, work surfaces and other kitchen equipment to ensure that the necessary hygiene, health and safety standards are maintained in the kitchen and dining room as appropriate.
13. Ensure meticulous personal hygiene, and wear appropriate clothing, hair tied back (if necessary), at all times in accordance with policy guidelines.
14. Co-operate fully with the statutory inspections and implement recommendation as appropriate.
15. To undertake such other duties as may be determined from time to time within the general scope of the post.
16. To understand responsibilities in relation to fire procedures, health and safety, COSHH, infection control, food hygiene and emergency First aid.

**Other reasonable duties as requested by the Team Leader and members of the Senior Management team.**

### **Personal Development**

All staff must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies. Staff must take responsibility for personal development by keeping abreast of developments in their professional field.

### **Health and Safety**

All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.

Employees of Broadway Lodge are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

### **General**

- Act as an ambassador for the charity and encouraging others to do the same.
- Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
- All staff must be compassionate and sympathetic to and able to project the philosophy and concept of rehabilitation care.
- The philosophy of Broadway Lodge is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept.

- Broadway Lodge has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
- Participation in staff meetings.
- Participation in the appraisal/ personal development review.
- All staff must ensure that the principles of the Equality, Diversity and Inclusion Policy is adhered too at all times.
- Undertake any other duties which may be reasonably required.
- This Job Description may change, and the duties listed are not exhaustive.

### **Safeguarding Adults**

All employees must;

- Take action and raise concerns in regard to safeguarding.
- Form appropriate relationships with those they care for and maintains professional boundaries in their work.
- Work within organisational safeguarding policies, procedures and guidance.
- Be committed to demonstrating the organisations values and behaviours in their work.

### **Person Specification**

#### **Essential:**

- ✓ A team player but also the ability to work calmly on your own initiative.
- ✓ Self-motivated and flexible.
- ✓ Promote people's equality, diversity and rights.
- ✓ The ability to communicate, in a non-judgemental way, with clients from a variety of backgrounds.
- ✓ Basic Food Hygiene Certificate.
- ✓ City & Guilds 706/102 or equivalent.