

JOB DESCRIPTION AND CANDIDATE PROFILE

Job title:	Head Chef
Responsible to:	Director of Operations
Accountable to:	Director of Operations

Key working relationships: Assistant General Manager, Chefs and Catering Assistants, Clinical ward Leads Chefs, Ward Sisters, , Clinical Directors, Speech and Language Therapist, Dietitian.

1. OVERALL OBJECTIVE OF JOB ROLE

To coordinate all aspects of kitchen production so that food is prepared to agreed standards and that time deadlines are met. Supervise and co-ordinate the day-to-day operation, leading by example to ensure high standards of food and service are delivered Complying at all times with statutory requirements and Hospital policies and procedures.

2. MAIN DUTIES AND RESPONSIBILITIES

Main

1. Ensure that adequate provisions are ordered and that stock is controlled. Check that all supplies are of agreed quality.
2. Prepare and cook all dishes to a high standard using defined standard recipes and ensuring that texture modified meals comply with The IDSSI framework
3. Monitor portion numbers, control food wastage on site and take appropriate action as required to ensure that budgeted costs are not exceeded. Produce menu costing's and yield charts as required. Carry out regular spot checks on all menu items to ensure quality and consistency
4. Take full responsibility for ensuring that all accounting processes related to catering department are completed on a daily basis and that these are reported to the Director of Operations on a monthly basis
5. Compile and implement staff work and duties rota.
6. Record staff time- keeping and complete the payroll submissions.
7. Ensure that the highest standard of food quality, presentation and service are achieved and maintained at all times.
8. Ensure regular monitoring of menus for variety and cost and to provide innovative ideas for menu planning.
9. Plan and organize theme days and events for the year and any special promotions agreed with approved suppliers.
10. Investigate concerns and respond to needs relating to the catering service and take corrective action. Address and successfully resolve customer-related complaints ensuring that they are fully documented.
11. Maintain a high standard of hygiene and safety in respect on premises, staff and food handling by ensuring that all staff members attend safety training.

- a. Ensure the department adheres to the Food Hygiene Regulations Act and food hygiene regulations and any other relevant legislation particularly HACCP and Food Allergy Labeling regulations. Ensure that all required records are completed (temperature logs, delivery logs, cleaning schedules) Carry out regular audits with Assistant General Manager and ensure that results are communicated to the Director of Operations on a Monthly basis.
 - b. Ensure that the department adheres to Health and Safety legislation, making sure that all tasks are subject to a Risk Assessment and have a Safe System of work. Ensure staff have the relevant safety training by liaising with Learning and Development Lead. Ensure that all accidents, incidents and hazards are reported in a timely manner and fully investigated. Carry out regular audits with Assistant General Manager ensure that results are communicated to the Director of Operations on a Monthly basis.
- 12. Ensure that staff meetings are held on a regular basis keeping minutes of the meetings. Ensure Assistant General Manager is kept informed of any problems or planned changes.
- 13. Maintain good communications and working relationships with Managers, Patients, customers and all staff.
- 14. Attend Catering meeting on a monthly basis bringing a report of financial performance, details of customer feedback and reports of any supplier or staff issues.
- 15. Take an active role in the Nutrition and Dysphagia Special Interest Group.
- 16. Identify the training needs of the staff and carry out the relevant training in new procedures, methods of working or use of new equipment and cleaning products in consultation with Assistant General Manager and Director of Operations
- 17. Maintain standards of discipline liaising with the Director of Operations or Human Resources on any disciplinary or grievance matters.
- 18. Regularly review performance with each member of the team and make arrangements for additional coaching or training as required.
- 19. The performance of any reasonable task which assists with the efficient operation of the department
- 20. Liaise with Wards Sisters and other senior Clinical staff, Dietitian and Speech & Language Therapist and patients to plan menus that comply with nutritional standards and national descriptive and texture modifications. Ensure that the catering team are briefed on any changes

Occasional:

- 1. Work with Director of Operations in the implementation of any new Hospital policy decisions and train staff accordingly.

General:

- 1. Follow Hospital policy in dealing with customer comments or complaints.
- 2. Ensure that clothing, including footwear and headgear, and personal hygiene is of the highest standards at all times.
- 3. Suggest areas of improvement and take corrective action as required.
- 4. To ensure that the correct financial procedures are followed
- 5. To understand all Hospital policies and procedures and to ensure the daily implementation of the same in the department.

6. Ensure that all staff strictly adhere to the department dress code at all times
7. Attend training sessions as scheduled.
8. Work with Assistant General Manager to induct all new staff
9. Carry out appraisals on staff on an annual basis.
10. Motivate team to deliver excellence in customer service by leading by example.

PROFESSIONAL DEVELOPMENT

1	Participate in in-service & external training, as necessary and feedback on courses attended.	Learning and Development Policy
2	Take responsibility for own professional development, being committed to further development of own skills and knowledge actively seeking learning opportunities as appropriate.	ditto

HEALTH AND SAFETY OF ALL EMPLOYEES

1	The health and safety of all employees is of great importance. The Head Chef will carry out all duties with an awareness and understanding of the Health and Safety Policy. Participation in routine departmental health and safety checks will be required and arrangements may be made for training, possibly outside normal working hours.	Health and safety policy
2	Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.	Health and Safety Policy
3	Take an active role in the prevention and control of infection.	Infection Prevention and Control manual

Risk Assessment

The post holder will be exposed to general and specific hazards associated with her/his duties. The associated risks are assessed as follows:

Hazard	Control Measures	Risk Rating*
Slips trips and falls	Wear appropriate shoes. Do not run.	1 x 3
Musculo-skeletal disorder arising from use of equipment or from manual handling.	Observe results of Work Equipment risk assessments. Do not work with equipment or undertake any lifting unless trained. Take sensible rest periods e.g. when using display screen equipment.	3 x 2
Falls from height	Observe results of relevant risk assessments	1 x 5
COSHH – contact with hazardous materials such as body fluids and chemicals	Observe results of relevant risk assessments. Use of gloves and other protective clothing when necessary.	3 x 2
Fire	Observe hospital fire procedures	1 x 5
Accident with vehicle	Adherence to good driving practice and care when a pedestrian in the grounds	3 x 3

(Score Likelihood x severity out of 5)

This job description represents an outline of the main components of the job and is not intended to describe every possible aspect or task in detail. It will be subject to additions and amendment as the need arises and in consultation with the post-holder. Additional tasks and responsibilities may be required from time to time and the post holder is required to be co-operative in performing them.

The Job Description has been agreed between the post holder and the person to whom he/she is accountable. It has been checked for potential discrimination against groups defined in the Equal Opportunities Policy and none were found.

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Post holder

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Print name

.....
Date

Personal Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE's(or equivalent) including Math's and English • NVQ level 3 in Catering Services or equivalent • Food Hygiene Level 3 	<ul style="list-style-type: none"> • Health and safety Level 3 • Management Training
Experience	<ul style="list-style-type: none"> • 5 years' Experience • Day to day management of kitchen team, including staff meetings • Good Knowledge of COSHH 	Experience in restaurant/hotel catering
Technical Skills	<ul style="list-style-type: none"> • Proven Competency in balanced menu planning • Ability to cater for specific dietary needs including texture modification and management of allergens • Efficient Record Keeping • Stock Control • Proven competency in working within a budget • Excellent communication skills (written and verbal) • Strong organizational and planning skills 	
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated, flexible and enthusiastic • Works collaboratively with others sharing ideas and information at all times • Ability to maintain staff discipline and morale • Has ability to delegate responsibilities to promote staff development • Has the ability to raise standards through innovation and new ideas • Will take responsibility for issue and work to resolve them 	