

Job Description

Job Title: Head Chef

Hours: 37.5 hours per week

Reporting to: General Manager

Base: Care Home based

Job Purpose

To be part of an inspirational and pioneering team establishing our care home business and delivering our vision to *“create a world where everyone feels special”*.

Responsible for: -	Person Specification
<ol style="list-style-type: none"> 1. Manage and deliver all catering services throughout the home, ensuring that resident choice, dignity, confidentiality, and safety are maintained. 2. Meet with residents and Heads of Departments to discuss and agree catering functions across the home, at all times meeting the special needs or dietary requirements of residents. This must include knowledge of cultural and religious preferences. 3. Working closely and meeting regularly with the Dementia Care Manager to ensure appropriate provisions and ensure this is in line with the Dementia Dining Experience. 4. Develop and review the menu on a regular basis with acknowledgement to seasonal changes in supplies, sourcing through the Procurement Processes. Ensure all legislative guidelines are met. 5. Ensure provision of cost-effective, chargeable services for residents, e.g. wakes, birthdays etc. 6. Monitor performance of suppliers’ quality and pricing feeding back to the General Manager. 7. Support cost-effective stock control systems and ensure these are in place to minimise waste. 8. Maintain a high standard of hygiene and cleanliness in the kitchen and food storage areas at all times, in accordance 	<p>Skills and Knowledge</p> <ul style="list-style-type: none"> • Appropriate supervisory experience and relevant qualifications pertaining to the safe delivery of Food & Hygiene or Catering Services. Minimum Level 3 in Catering or equivalent QCF qualification • Working knowledge of Health and Safety legislation. • Full clean driving license. <p>Behaviour</p> <ul style="list-style-type: none"> • Team player, self-motivated, proactive, flexible, and adaptable. • Ability to organise and prioritise workload, and work under pressure. • Ability to communicate and manage interpersonal relationships, including influencing skills. • Reasonable access outside working hours in emergency situations.

with the appropriate food hygiene regulations and relevant food safety management system in place.

9. Ensure safe operation and maintenance of all kitchen equipment. Reporting any item of equipment found to be faulty or deemed unsafe from use and report it to the General Manager.

10. Ensure the management and implementation of safe working procedures and practices in accordance with Health and Safety legislation.

11. Assist the General Manager in the resolution of any complaints concerning the catering service.

12. Work alongside the Head of Hospitality ensuring that an efficient catering service operates in all catering areas.

13. The Head Chef will actively participate in events held in the home, liaising with the Head of Hospitality and Lifestyle Coordinator to ensure nutrition and hydration needs are met, as well as social aspects of such events.

14. Attend and participate in a monthly food forum.

15. The Head Chef will comply with the HR policies and procedures, providing a role model for departmental staff.

16. Attend initial and update mandatory training as required. Actively engage in personal professional supervision including quarterly one-to-one meetings and a yearly performance review, ensuring personal professional knowledge and competency is maintained.

17. The Head Chef may be asked to participate in the delivery of staff induction and mandatory training as agreed with the General Manager.

18. Carry out seasonal menu planning in line with company requirements and share meal plans with the Operations Director to allow for the efficient procurement and sharing of best practice.

Health and Safety

1. The post-holder will maintain their personal responsibilities under Health and Safety at Work Regulations, and compliance with the company Health and Safety Policy, ensuring safe working practices and the recommended storage of equipment, including but not exclusive to:

Control of Substances Hazardous to Health, Electricity at Work Lift & Lifting Equipment
Manual/Object Handling
Gas Installation & Use
Provision and Use of Work Equipment
Fire Precautions
Personal Protective Equipment
Legionella/Water Treatment
Waste Management
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations.

2. Appraise and assess measures used to prevent infection control hazards, considering the individual nursing, social, physical, and psychological needs of the resident.

3. Follow and report all concerns and incidents in line with the company incident reporting and whistleblowing procedure, including safeguarding adult's procedures.

This job description is not prescriptive; it merely outlines the primary aims and tasks and responsibilities which may evolve and change over time. Any changes will be made in consultation with the job holder and in agreement with the Senior Management Team.