

Job Description

Job Title: Assistant Chef

Hours: 40 hours per week

Reporting to: Head Chef

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
1. Support the Head Chef to manage and deliver all catering services throughout the home, ensuring resident choice, dignity, confidentiality, and safety are maintained. 2. Take part in meetings with residents and Heads of Departments to discuss and agree catering functions across the home, and to address special needs or dietary requirements of residents. This must include knowledge of cultural and religious preferences. 3. Prepare nutritional food and beverages to a high standard, as directed by the Head Chef, promptly and in accordance with agreed mealtimes. 4. Prepare special diet meals as needed and as directed by the Head Chef. 5. Have an understanding of the Dementia Dining Experience requirements and prepare meals in accordance with it. 6. Work with the Head Chef to develop and review the menu on a regular basis with acknowledgement to seasonal changes in supplies through the Group Procurement process. 7. Under the guidance of the Head Chef work with other members of the team to ensure cost- effective chargeable services are provided for residents. Report any shortfalls to the Head Chef.	Skills and Knowledge • 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. Behaviour • 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.

8. Provide feedback to the Head Chef on suppliers and services, and complaints from residents or others on the functioning of the Catering Department.

9. Support cost-effective stock control systems to minimise waste and ensure these are in place.

10. Comply with audit and resident feedback systems to monitor the quality of menus and catering, providing the Head Chef and Catering Manager with the required management and departmental reports.

11. Ensure equipment checks are maintained and serviced and report any faults immediately to the Head Chef.

12. 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.

13. Work flexibly within contracted hours to ensure resources are used efficiently and, where chosen, sign an opt-out clause under Working Time Directives.

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.	