**JOB DESCRIPTION**

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| **JOB TITLE:**  | Head Chef  |
| **REPORT TO:**  | Home Manager |
| ****JOB SUMMARY**** This job description is a statement of the core duties of the Head Chef, but it is not an exhaustive list. Sycamore Care Centre may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.The Head Chef will demonstrate creative flair, nutritional understanding and leadership skills, combined with a genuine interest in the people we support. Highly valued and popular with Service Users, families and staff, our chefs are key personalities within our homes.Head Chef will be responsible for managing the operation of the kitchen including food production, staff management, supplies, presentation / service and record management and compliance with quality and safety standards.****Duties and Responsibilities**** * Supervision and preparation of the cooking and serving of delicious and nutritious hot and cold meals, as and when required for the Service Users.
* Ensuring all meals are of the highest possible quality and attractively presented. To purchase fresh foods daily, from local suppliers.
* Providing for special dietary requirements where necessary and taking into account the preferences of individual Service Users.
* To  implement  and  maintain  an  agreed  deep  cleaning  schedule  for  the  kitchen.
* To be directly responsible to the Home Manager.
* Liaising with the Home Manager when planning / costing menus in order to provide a balanced nutritious diet, and making the best use of available fresh foods.
* To order frozen foods weekly from nominated suppliers.
* To check regularly that supplier prices are competitive.
* Maintaining accurate records of food supplies, waste and hazard analysis, and freezer / fridge temperatures as required by Environmental Health, Food Standards Agency, CQC and the Company.
* Ensuring the correct and economical use of provisions and equipment within budgetary guidelines.
* Ensuring stock rotation. Ordering stocks and checking deliveries, and checking and valuing stocks as required by the Home Manager.
* To conduct all procedures within the kitchen with due regard to the food hygiene, Health and Safety legislation, Emergency and Fire procedures.
* Report any faulty appliances, damaged equipment or any potential hazard to the Manager.
* Adhere to all Group policies and procedures within the defined timescales.
* Be familiar with the required care standards and regulations governing your job (primarily Standard 15, NMS).
* Observe and maintain high levels of communication within the teams of staff, individual colleagues and residents.

**Food Preparation:*** Supervision and preparation of the cooking and serving of delicious and nutritious hot and cold meals, as and when required for both Clients and Staff.
* Ensuring all meals are of the highest possible quality and attractively presented.
* Providing for special dietary requirements where necessary and taking into account the preferences of individual Clients.
* Portioning meals to Clients.

**Communication:*** Liaising with the Home Manager when planning/costing menus in order to provide a balanced nutritious diet, and making the best use of available fresh foods.
* Arranging / participating in Staff and Client meetings as required.

**Budgetary / Financial Control:*** Maintaining accurate records of food supplies, waste and hazard analysis, and freezer/fridge temperatures as required by Environmental Health, Food Standards Agency, CQC and the Company.
* Ensuring the correct and economical use of provisions and equipment within budgetary guidelines.
* Ensuring stock rotation. Ordering stocks and checking deliveries, and checking and valuing stocks as required by the Home Manager.
* Planning, design and costing of menus.

**Staff:*** Preparing Staff Rotas for Kitchen.
* Carrying out supervision and appraisals to staff, whilst working with and developing staff under PDP to maximise their potential.
* Organising cleaning schedules.
* Interviewing for new Staff Members with the Home Manager as and when required, in line with the Company’s Recruitment policy.

**Training & Development:*** Supervising and instructing Kitchen Staff Members in the use of all equipment and hygiene procedures, and giving help and guidance where appropriate.
* Conducting basic food hygiene training for all Care Staff involved in handling and delivery of food.
* Maintaining and improving professional knowledge and competence.
* Attending mandatory training days / courses, on or off site, as and when required.

**Health & Safety:*** Ensuring statutory Health and Safety standards in the kitchen and dining areas.
* Making certain that chemicals / kitchen equipment are used and stored correctly and safety procedures adhered to at all times.
* The checking of equipment and food temperatures as directed.
* Ensuring all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen area (and, where appropriate, the dining areas) is carried out effectively.
* Reporting immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.
* Understanding and ensuring the implementation of the Home’s Health and Safety, Infection Control and Hygiene policies, and Emergency and Fire procedures.
* Reporting to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
* Promoting safe working practice in the Home.

**General:*** Contributing to the safeguarding of adults by ensuring you are aware of your role in relation to the Home’s Safeguarding Adult’s Policy, taking steps to protect Service Users from any form of abuse or neglect and use the appropriate reporting mechanisms to inform the Home’s Management of any concerns.
* Adhering to all new, and changes in Local and Central Government initiatives as and when they are implemented.
* Promoting a positive personal / professional profile within the local community, ensuring the good reputation of the Home at all times.
* Ensuring that all information of confidential nature gained in the course of duty is not divulged to third parties.
* Notifying the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
* Ensuring the security of the Home is maintained at all times.
* Adhering to all Company policies and procedures within the defined timescales.
* Ensuring all equipment is clean and well maintained.
* Carrying out any other tasks that may be reasonably assigned to you.

****Skills/Qualifications:***** City & Guilds 706 - 1 & 2, or equivalent (achieved or working towards)
* Basic Food / Hygiene Certificate
* Good communication skills
* Ability to manage pressure and conflicting demands, and prioritise tasks
* Team player
* Positive attitude and willing to accept change in a busy demanding environment
* Ability to work on own initiative
* Previous supervisory experience
* Knowledge of nutrition and dietetics
* Experience of Food Preparation for the relevant Client group
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This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sycamore Care Centre reserves the right to amend this job description from time to time, according to business needs.