** JOB DESCRIPTION**

**Post Title: Chef**

**Job Summary**

To assist with the organisation and running of shifts in the Rockdale House kitchen and ensure high quality meals are served to residents, with due consideration to their dietary needs.

**Accountable to:** Home Manager

**Person Specification**

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| Person Specification Criteria | Essential | Desirable |
| **Education and Training**  GCSE or equivalent in English and Maths  Chef Qualification or equivalent  Level 2 Food Hygiene Certificate | √  √  √ |  |
| **Experience** |  |  |
| Experience in a similar environment | √ |  |
| A good understanding of health & safety and COSHH | √ |  |
| **IT Skills** |  |  |
| Excellent MS Office skills (Word, Excel, Outlook) |  | √ |
| **Skills and Abilities**  Have good cooking skills and attention to detail  To lead by example  Strong, effective communication skills both written and oral  Ability to use own initiative and problem solve  Have a professional attitude and motivate others  The ability to work under pressure  Good leadership skills | √  √  √  √  √  √  √ |  |

**Key Responsibilities**

* Assisting with the planning and preparation of menus.
* Prepare and cook food on the menu for the Association’s residents.
* Ensure that all residents nutritional and hydration needs are met, ensuring allergies, sensitivities, textures, consistencies, special diets are catered for.
* Ensure a range of snacks are available in the kitchenettes and meals are fortified where there are concerns regarding weight loss.
* Ensure stocks are delivered, stored appropriately and rotated.
* Assist with the responsibility for health and safety in the kitchen, stores and utility rooms; be familiar with the health and safety and hygiene regulations, fire safety procedures and fire drills and first aid requirements, and ensure that staff comply with these requirements in the context of kitchen duties.
* Ensure all kitchen equipment is used appropriately, kept in good working order, and to report any faults or items requiring maintenance or replacement to the Head Chef.
* Ensure any feedback from residents regarding the quality of meals is used to improve the service provided.
* Liaise closely with the Head Chef to promote an improved level of service.
* Attend all training which is required by the Association and an annual appraisal.
* Be aware that the Association actively encourages a high level of involvement from residents in the management of their home and the services provided, and to assist residents to become involved whenever possible.
* Undertake any other duties in line with the overall aim of the job as required by the Home Manager.

**TERMS AND CONDITIONS OF EMPLOYMENT-** A separate contract gives full details

**Competency Framework**

The competence framework sets out skills, knowledge and behaviours in four main competence areas, providing a means to assess performance of the above duties and responsibilities.

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| Competence | Description | Behaviours |
| Communicating effectively, internally and externally | Engaging in written and oral communication that is clear, transparent, and responsive to the needs, experience and understanding of diverse audiences. | Communicate using appropriate styles, methods and timing to maximise understanding, impact and inclusiveness.  Actively seek information from others to understand their needs and encourage them to access relevant information that will help them use services more effectively. |
| Working as a team | Working effectively with colleagues and using the diversity of the team to create a working environment which helps to achieve optimum performance and success. | Proactively contribute to the work of the whole team.  Actively seek input from a diverse range of people.  Be open to taking on different roles |
| Developing skills and knowledge | Keeping up to date with new processes and information in our individual role, seeking opportunities to develop, and taking responsibility for own individual personal development | Identify own skills and knowledge gaps to inform own development and discuss these with line manager  Recognise and take time to achieve own learning and development objectives. |
| Delivering effective performance | Delivering timely performance with energy, taking responsibility and accountability for quality outcomes, and dealing with challenges in a responsive and constructive way | Focus on providing the right solution and keep relevant parties up to date on progress.  Take responsibility for the quality of own work and keep line manager informed of how work is progressing.  Take ownership of problems, remaining positive and focused on achieving outcomes despite setbacks. |