**Job Title:** Chef

**Location:** The Willows, Rochdale

**Pay Scale:** Dependant on experience

**Responsible To:** GP Care Services Ltd

**Immediate Supervisor:** Kitchen Manager

**Hours of Duty:**  32 Hours Per Week (4 x 8 hour shifts) on a rota basis including some weekends and Bank Holidays. Earliest start time 07:30am; latest finish time 08:30pm.

**Purpose and Objectives of the Job:**

* To provide a catering service within the facility, ensuring a varied menu is served, taking into account individual needs and requirements

**Principal Duties:**

* To produce and prepare a varied menu to the agreed standards
* To complete all food safety and health and safety documents in connection with the catering facilities
* Assist in maintaining an efficient ordering system in accordance with company policy
* Manage deliveries and stock rooms in line with company policy
* To ensure stock control systems are in place to control stock and reduce waste
* Complete all records as directed accurately and in timely manner
* To assist the management team to monitor the provisions budget for the catering facilities
* To order all goods and provisions required as agreed with the relevant manager
* To ensure that all equipment used in the preparation of and serving of food is cleaned and that the kitchen is maintained in a clean and hygienic state
* To be responsible for the safe storage and maintenance of equipment/resources and the care/hygiene of such resources
* To work to agreed standards of service at all times and in accordance with all relevant health and safety procedures and hygiene requirements
* To take in account individual dietary needs and to prepare food accordingly and at times other than the normal meal periods
* To provide advice and guidance regarding dietary provision to residents, visitors and staff
* To undertake training as deemed relevant to the post and to put new learning into practice
* Respond to queries via the Café Assistants in a polite and courteous way regarding compliments and complaints from residents, visitors, members of the public and staff
* To ensure the quality of food delivery and presentation is of a consistently high standard when being served through the pass
* To maintain a clean and tidy appearance and to wear the correct uniform including hair net/cap
* To work as part of a multi-disciplinary team ensuring good communication between colleagues and a flexible approach to work undertaken
* To work in accordance with the needs, aims and objectives of the facility and the service
* Ensure that the Statutory Requirements, policies and procedures are carried out efficiently, effectively, equitably and economically
* To ensure social media content is relevant, up to date and accurate, working in partnership with the management team and in line with the social media policy
* Perform his or her duties in accordance with Government Equal Opportunity and equality and diversity Policies
* Ensure that GP Care Services commitment to public services and care for all customers is provided

**Secondary Duties:**

* To promote good working relationships within the team
* To take part in all relevant in-house training programmes as required
* To be involved in out of centre activities
* To undertake duties of a domestic nature to ensure the smooth, safe and hygienic operations of the catering facilities within the centre
* To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Manager, Senior Team Leader, Hospitality Area Manager and Unit Manager
* To cover different shifts or sites where practicable, some which may be short notice

**Person Specification**

**Essential Requirements:**

* To have a recognised catering qualification
* Have an ability and willingness to provide a catering service within a care and café setting
* Hold a current basic food hygiene certificate
* Have a wide range of knowledge on the preparation of menus, and on a variety of dietary requirements including diabetes
* Have an ability to manage budgets and maintain stock level
* Have the ability to appreciate and work to agreed standards particularly food safety and health and safety standards
* Be flexible in the provision of catering services to residents and customers
* To respond positively to changes in the service and working practices
* Have an ability and willingness to participate in staff training relevant to the post
* To communicate effectively both face to face and in writing
* Effective ordering and stock management
* To maintain a clean and tidy appearance and to dress appropriately having regard for the nature of the work and your own health and safety and that of residents and visitors to the facility
* Have the ability to work within a fast pace environment whilst maintaining quality
* To have the ability to respond in a polite and courteous way to enquiries, compliments and complaints from residents, visitors and other members of the public

Postholder signature:

Date: