

JOB DESCRIPTION

POST:	Head Chef
ACCOUNTABLE TO:	/Home Manager and Catering Operations Manager
ACCOUNTABLE FOR:	2 nd Chef and Kitchen Assistants

JOB PURPOSE

The Head Chef is responsible for the provision of high-quality catering services to the residents in Care South homes.

KEY RESPONSIBILITIES

1. Prepare and cook nutritious meals in accordance with the residents' Care Plans including modified diets to the standards set out in the Company's Catering Policy.
2. Daily management of the kitchen team (including agency staff), including providing direction, support and supervision, rota management and ensure allocated tasks are performed by the designated member of staff in accordance with policies and procedures, reporting any concerns to the Home Manager or Catering Operations Manager.
3. Follow 4 weekly set menu planner and consult residents to ensure that individual dietary needs and preferences are met.
4. Order with approved suppliers, checking in and controlling supplies.
5. Manage the home's catering budget.
6. Ensure adherence to the standards and requirements set out in the Company's Catering and Health and Safety Policies.
7. Provide induction, supervisions, appraisals, reviewing work performance and identifying individual training needs within the kitchen team.
8. Ensure an excellent dining room experience for all residents including setting the ambience and layout of the dining room to provide inclusive and enjoyable experience for all residents and seeking feedback from residents.
9. Ensure that all in-house and any regulatory and/or statutory documentation and reporting is completed in an accurate and timely manner.
10. Be familiar and comply with all of Care South's policies, procedures, practices and standards.
11. Attend induction, supervisions, appraisals staff meetings and staff training as required and have a willingness to learn.

12. Attend Head of Department meetings and Head Chef meetings.
13. Work collaboratively as a team player to create and maintain a co-operative, friendly and welcoming atmosphere within the home, ensuring the home runs smoothly.
14. To undertake any other comparable duties as may be required by the management of the home.

To undertake to live by our Care South HEART Values of Honesty, Excellence, Approach, Respect and Teamwork, and to make them fundamental to the way you work and the way in which you treat your colleagues.

Person Specification

Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Diploma Level 3 Professional cookery (or equivalent) or working towards it 	<ul style="list-style-type: none"> Diploma Level 3 Food Hygiene (or equivalent)
Knowledge of	<ul style="list-style-type: none"> Food hygiene Confidentiality and Data Protection IDDSI Food allergens and intolerances 	<ul style="list-style-type: none"> Awareness of fire precautions, infection control and health and safety
Experience of	<ul style="list-style-type: none"> Supervision of staff Managing catering budgets 	<ul style="list-style-type: none"> Working in a home for older people and/or Dementia Care
Skills, Characteristics and Attributes	<ul style="list-style-type: none"> Effective written and verbal communication skills Organised, methodical, honest and committed approach to ensure the required standards are met Patient and calm demeanour in the face of obstacles or crises Enthusiastic with a positive attitude to work Resilient and able to cope with change The ability to work on own initiative and as part of a team to meet common goals. Contributes to a working environment which respects and values the individual and is free from bullying & harassment and all forms of discrimination 	<ul style="list-style-type: none"> An awareness of the core values of Care South to provide high quality service