**JOB PROFILE**

**Job Title:** Assistant Chef

**Line Manager:** Chef

**Function / Department:** Operations

**Key Relationships:** Home Manager

 Deputy Home Manager

 Chef

 Colleagues

 Residents

 Relatives

**Location:** This role is Care Home Based

**OUR VISION**

*To improve the lives of our residents and the communities we serve by consistently delivering special resident experiences and to be the best place to work in the care sector*

**JOB DESCRIPTION**

**Main purpose of the role**

The post holder will deputise, in the Chef’s absence, to successfully run the catering operation within the Home. This includes preparing high quality home cooked, fresh, nutritional meals and catering for any dietary and cultural needs

**Main duties and responsibilities**

1. In the absence of the Chef, to lead, motivate and direct a team of kitchen colleagues to deliver a first class catering service to the residents within the Home.
2. To understand the individual nutritional needs and choices of residents at all times.
3. To prepare menus in consultation with the Chef, Home Manager, residents, families, catering committees following best practice guidance.
4. To prepare, cook and serve meals, ensuring that all special needs are fully considered and catered for in accordance with residents’ dietary requirements and personal choice.
5. To follow, and in the absence of the Chef plan and deliver, set four weekly menus, ensuring any substitutions have prior authorisation from the Home Manager or designated individual, and any allergen changes are communicated effectively.
6. Alongside the Chef, to work within the catering budget and controlled costs.
7. Regularly engage with, and seek feedback from, residents, relatives, visitors and colleagues in order to continually improve the residents’ quality of life and level of service provided.
8. To prepare any beverages and snacks throughout the day, around the needs and choices of residents.
9. To ensure the quantity and quality of all food served is to the required nutritional standards
10. To ensure compliance with the Company Food Safety Management System and maintain a safe kitchen.
11. In the absence of the Chef, or when delegated by the Chef, take responsibility for stock taking, stock rotation and storage of stock, including checking and receiving deliveries.
12. To monitor and replenish as required all kitchen and food stocks, in conjunction with the Home Manager, and maintain records of the same, in line with Company procedures.
13. Responsible for the presentation of the dining areas.
14. To supervise all other kitchen staff and escalate any issues to the Chef/ Home Manager as required.
15. To ensure that high standards of hygiene, cleanliness and food preparation are maintained at all times to meet environmental food safety standards.
16. To be diligent in ensuring any defects of equipment are reported to the Chef, Home Manager and Maintenance Person in a timely manner.
17. Support the Chef with supervisions and appraisals

**General Responsibilities**

* To be responsible for the health, safety and welfare of yourself and others whilst at work, including colleagues, residents and visitors to the Home and for alerting the officers responsible to any hazards or potential risks to health and safety.
* To be fully conversant with the Beaumont policies relating to Safeguarding of Vulnerable Adults and Whistleblowing.
* To ensure compliance with the Beaumont Information Governance Policy, maintaining an appropriate level of confidentiality around issues that may be personal or commercially sensitive.
* Establishing and maintaining positive working relationships both with colleagues, residents, visitors and other health professionals and agencies.
* To act as an ambassador for the Beaumont company Vision and Values.
* To promote equality and diversity at all times and across all work activities.
* To adhere to Beaumont policies and procedures.
* Attend mandatory training days / courses, on or off site, as and when required
* To undertake any other duties and accountabilities which would be lawful, reasonable and appropriate to the role.

**Knowledge, Skills and Abilities**

|  |  |  |  |
| --- | --- | --- | --- |
| Assistant Chef |   |   |   |
| KSAs | Knowledge  | Skill | Ability |
| Nutrition Science for the elderly or equivalent | x |   |   |
| Chef Qualification  | x |   |   |
| Food Hygiene Certificate  | x |   |   |
| Food Preparation (Baking & Cooking) | x |   |   |
| Health & Safety Qualification  | x |   |   |
| Hazard Reporting Protocols | x |   |   |
| HACCP Documentation | x |   |   |
| RIDDOR Awareness | x |   |   |
| Food Storage | x |   |   |
| First Aid | x |  |  |
| 2 years relevant experience | x |  |  |
| Effective verbal and written communication  |   | x |   |
| Leadership  |  | **x** |  |
| Team Supervision (Kitchen) |  | **x** |   |
| Stock Control Management |   | x |   |
| Cleaning  |   | x |   |
| Weekly Menus |   | x |   |
| Special dietary meals |   | x |   |
| Altered textured diets |  | x |  |
| Time management and meeting deadlines |   | x |   |
| Budgeting |  | x |  |
| Use & Care of Equipment and Fault Reporting |  | x |  |
| Food and Kitchen Presentation  |   | x |   |
| Continuous Personal Development |   | x |   |
| Good interpersonal skills |   | x |   |
| Coordination / multitasking |   | x |   |
| Reliable  |   |   | x |
| Responds well to pressure |   |   | x |
| Work unsupervised |   |   | x |
| Caring Attitude |   |   | x |
| Innovative |   |   | x |
| Committed to Quality  |   |   | x |
| Coaching and Mentoring style  |   |   | x |
| Quickly acts on feedback |   |   | x |