

JOB DESCRIPTION

Job Title:	Head Chef
Full Time Salary (37.5hrs):	£31,000 - £33,000
Responsible to:	Registered Manager
Responsible for:	Assistant Chef & Catering Assistants

Main Purpose of the Role

- To manage an efficient and effective quality catering service in accordance with resident and users' dietary requirements, statutory regulations and in line with budget.
- To lead and develop a catering team in order to deliver high quality service

Responsibilities of the Role

- Manage the quality and hygiene of the food cycle from preparation through to delivery, ensuring that all aspects of the service operate within organisational policies and procedures and complies with relevant regulations.
- Work with Registered Manager to ensure regular consultation with the residents and users of the service regarding menus and to receive feedback, attending resident or carers meeting as appropriate.
- Deliver Southend Care menu framework to ensure the delivery of high-quality catering services that cater for individual needs (including special diets) and location variation as required.
- Manage any special dietary requirements ensuring nutritional value whilst having responsibility for compliance with Allergen Regulations
- Work collaboratively with all colleagues within the home, and across the wider organisation to ensure high standard of service delivery
- Provide operational support to the in house café, including ordering of stock, managing waste and providing baked items for the café.
- Manage stock orders and supplies to ensure that menus can be delivered or are adjusted in case of shortages and the kitchen works within the relevant budgetary levels and in accordance with the organisations policies and procedures.
- Attend regular meetings with Director of Corporate Service and Accountant to ensure service is working in line with departmental budget, and take any appropriate action to rectify any overspend
- Ensure each communal area is always well stocked with the correct refreshments and snacks.
- Ensure stock rotation is adhered to, to prevent waste, and to record and monitor food wastage

- Take ownership for the Food Safety Management System and be accountable for their team understanding it
- Ensure local and legislative procedures are followed so that resident's and user of the service needs are met and are in accordance with food hygiene and safety standards.
- Conduct and support the established risk assessments process, identify and report any issues, ensuring safeguards are in the risk assessments and that equipment is kept in working order and used correctly so that Health & Safety is maintained.
- To supervise and manage staff in line with Southend Care Policies and appraisal process.
- Using the electronic rostering programme, create and manage staff rotas to ensure appropriate staffing levels at all time and proactively manage sickness absence in line with the policy
- Manage the recruitment, performance and development of quality staff to ensure that skilled staff are available to meet the needs of the service, ensuring compliance to all Southend Care's policy requirements.
- Participate and contribute to the Service's H&S plan and the quality audit cycle ensuring ongoing development of the service.
- Attend weekly of Head of Department meetings
- Contribute, as appropriate, to special projects and change programmes in support of the Southend Care's objectives.
- Contribute to the overall aim and vision of Southend Care Ltd, and work in accordance with the company's values and behaviours

Resources:

- Responsible for Departmental Budget and sharing financial decision making with peers.
- Responsible for catering staff

Work Environment

- Primarily Brook Meadows House
- Will be required to work within any service within Southend Care when services are in an emergency or as directed by the Service Manager

Standard Phrases

- To practice within a legal framework encompassing statutory, organisational policy and guidelines
- Ensure a work environment that protects peoples' health & safety and that promotes welfare and which is in accordance with the Company Health & Safety policy.

- To be familiar with Equal Opportunities Good Practice and with the Company requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace.
- This role requires a DBS from the Disclosure and Barring Service
- To maintain confidentiality of information in line with the requirements of GDPR
- You may be required to undertake other relevant and appropriate duties as reasonably required.

Person Specification

Attributes	Activity	Essential or Desirable	How evidenced
Qualifications or membership to a Registered Body	<ul style="list-style-type: none"> Literacy and numeracy equivalent to at least GCS Grade C English and Maths Level 2 Food Hygiene Certificate. City and Guilds 706 Level 1/2 or NVQ2 in Professional Cookery NVQ2 in Hospitality & Catering – Desirable 	E E E D	A
Knowledge, Experience Skills and Abilities	<ul style="list-style-type: none"> Proven experience of cooking/catering for large numbers (50+) Working in a care/support environment Proven experience of working to deadlines and prioritising work loads Experience in directly managing or supervising and developing staff Proven practical experience in operating catering machinery Experience of understanding Food Safety Management Systems Experience of online stock purchasing systems Experience of working in a care/ support setting Good understanding of written and spoken English Good communication skills Good customer care skills Good Microsoft IT skills including Excel Good Email and internet communications 	E E E E E E D E E E E E	A & I
Values <i>(Demonstrates the Company's Values and Behaviour i.e. the how)</i>	<p>We are Caring always providing person centred care and support we would want for ourselves & loved ones.</p> <p>We are Passionate- about care & having pride in being part of SCL</p> <p>We are Diverse – inclusive, recognising diversity through celebrating differences</p>	E E E E	

	<p>We are Empowering – enabling everyone to fulfil their potential, taking ownership & being accountable</p> <p>We are Innovative – able to take on new challenges & seek solutions with a balanced care & commercial mind set</p>	E	
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