

JOB DESCRIPTION

Job Title: Extra Care Chef

Company: ClwydAlyn Housing Association

Responsible to: Extra Care Manager/Senior Chef

Responsible for: Cook/Kitchen Assistants

Qualifications: A Catering Qualification or relevant extensive catering experience plus Level 2 Food Hygiene Certificate.

Date of Evaluation: November 2020

Disclosure & Barring Service Check requirement:

This role has been assessed as requiring an Enhanced Level Disclosure and Barring Service (DBS) with Barred List check due to the work being undertaken being performed directly with vulnerable groups or children which is deemed regulated activity. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. This level of check will also highlight anyone barred from working with vulnerable groups including children.

Any risks identified through the DBS check will be reviewed by the Group and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Group's DBS Policy and Procedure which can be requested from the HR Team.

1. Purpose of the Post

1.1 Responsible for the provision of quality high standard meals and catering services within the catering facility, some with a Polish element.

1.2 Manage the kitchen team.

2. Knowledge & Abilities

2.1 To set and agree menus in line with the guidance on nutritional protocols and taking resident feedback into consideration. These should promote the use of fresh seasonal vegetables and food supplies wherever possible and must include Polish style dishes.

2.2 To ensure that methods of preparation and presentation comply with current recognised catering standards/ regulations and to work within a food and labour cost budget.

2.3 Has sufficient knowledge of special diets and food preparation with either specific knowledge of Polish food, willingness to learn Polish food options and the ability to follow Polish recipes accurately.

2.4 Ability to ensure the restaurant is attractive and welcoming and that all areas are always left clean and tidy. Maintains all work areas and equipment in a clean, orderly, and safe condition.

2.5 Ability to ensure that food supplies are received in good condition and stored correctly. All documentation required to meet HACCAP/Safer Food Better Business is recorded and retained for inspection as outlined in the schemes policy and procedures.

2.6 The ability to carry out risk assessment using local policy i.e. Near Misses and Accident recording at the scheme.

2.7 Ability to accurately use online systems for ordering, stock control and budgeting purposes.

3. Managing Others

3.1 To be responsible for implementing kitchen staff rotas, allocation of leave and recording of information including communicating with the Scheme Manager/Extra Care Senior Chef to ensure adequate staffing levels at all times.

3.2 To ensure that all members of staff and visitors adhere to the statutory regulations pertaining to the safety & hygiene operations of the kitchen and ancillary areas.

3.3 To ensure all staff are aware of matters affecting their work. To be responsible for planning of staff training to improve staff performance or develop them further.

3.4 Directs the kitchen team as necessary and will evaluate their performance.

4. Working with Others

4.1 At times work alongside other members of staff to ensure that the tenants needs are met.

4.2 Liaise with the Extra Care Senior Chef or Scheme Manager for any issues affecting kitchen premises and equipment.

5. Problem Solving / Decision Making / Innovation

5.1 To plan / prepare / cook nutritious and attractive meals in accordance with the menus and taking account of the Polish heritage and seasonality, all within the schemes budget.

5.2 Ability to respond positively to resident requests or complaints about the food and take remedial action if necessary.

6. Use of Technology

6.1 Ensure that equipment and utensils are in proper and safe operating condition.

6.2 Follow manufactures' instructions in operation and use of all equipment and chemicals i.e. COSHH.

6.3 With the use of internal systems ensure records are maintained in line with Environmental Health requirements and those of the group.

6.4 Ensure the correct information is recorded in-line with company procedures with regards to online ordering, recording of deliveries, raising of credit notes, wastage and all other aspects relating to budgets.

7. Budgets & Cash Handling

7.1 To handle any financial transactions in line with the Group's policies and procedures.

7.2 To ensure that any losses of cash or stock are reported to the scheme manager/Extra Care Senior Chef immediately.

8. Unsocial Conditions / Special Circumstances

8.1 The actual duties will vary according to the numbers being catered for. The Chef needs to be flexible enough to test new policies and methods designed to improve standards.

8.2 To be able to respond flexibly to the needs of the scheme and the residents. It may also be necessary to work unsociable hours or provide cover for holiday's etc.

9. Group Core Responsibilities

9.1 To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.

9.2 To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the Association.

9.3 To comply with the Association's Risk Management Strategy, identifying and mitigating against risk.

9.4 To be responsible for the application of Equality and Diversity practices in accordance with Association policy and procedures within daily operations.

9.5 To comply with Standing Orders, Association Policies and Procedures and to make know to Line Managers any areas which are not adequately covered.

9.6 To perform any other reasonable task as determined by the Senior Chef /Scheme Manager , Director, Deputy Group Chief Executive, Group Chief Executive or Board of Management.

Mae ClwydAlyn yn Gymdeithas elusennol Ddiwydiannol a Darbodus / ClwydAlyn is a Charitable Industrial & Provident Society