

JOB DESCRIPTION

Job Title: Extra Care Chef

Company: Clwydalyn Housing Association

Responsible to: Extra Care Manager/Senior Chef

Responsible for: Cook in Charge/Cook/Kitchen Assistants

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

1. Purpose of the Post

Oversee the kitchen operation on a daily basis, to include providing nutritious meals for residents, supervising staff, ensuring a well-stocked kitchen, monitoring kitchen budgets and complying with all health and hygiene legislation and regulations

Main responsibilities.

Ensure kitchen staff cover is in place, communicating with the Extra Care Manager in the event of any cover issues. Direct and be responsible for all Kitchen staff on a daily basis.

Ensure effective menu planning at all times, whilst applying nutritional guidance, whilst also taking resident(s) preferences into consideration.

Has experience of or is knowledgeable of special diets and food preparation

Implements and adheres to current food regulations specifically relating to their role (allergen laws, acrylamide guidance etc) and the recording all necessary information

Ensure food is prepared and ready for service, taking into consideration any special requirements such the need to deliver to resident accommodation when unwell

Minimise wastage, by understanding seasonal variations, food preferences and dietary requirements amongst residents.

Place all food orders, ensuring that adequate supplies are in stock. Receive all deliveries, ensure their safe storage, and carry out stock rotation.

Ensure that food supplies are received in good condition and stored correctly. Complete all documentation required to meet Safer Food Better Business requirements.

Oversee the cleanliness of the restaurant, work areas and kitchen equipment. Carry out daily checks and inspections, ensuring that defects and broken equipment is immediately reported

Ensure any staff member working in the kitchen area follows any manufactures instructions when operating and using equipment and chemicals whilst always applying COSHH regulations. Ensure all near misses are reported. Has the ability to assist/carry out risk assessments in the kitchen.

To be responsible for organising holiday cover whilst communicating with the Scheme Manager/Extra Care Senior Chef to ensure adequate staffing levels at all times.

Directs the kitchen team as necessary and will evaluate their performance using MSM's and assist in yearly PDR's

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

Responsible for handling any financial transactions in the restaurant whilst recording and reporting such transactions