

## JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	Head Chef
Band/Grade:	SPOT
Hours of Work:	37.5per week Hours will be worked over 7 days, on a rota basis, normally between the hours of 6.30am and 7.30pm Inclusive of weekends and bank holidays.
Accountable to:	Executive Chef
Responsible:	Executive chef/ CFO
Department:	Catering
Job Reference:	
Last Update (insert Date):	July 2022
Disclosure and Barring(DB) Check Required:	Yes      x                      Level:

2. JOB PURPOSE
<p>As a Head Chef, you be required to support and ensure the smooth running of the hospital's main kitchen. Oversee that all meals are prepare well, as per nutritional and dietary needs, and maintain excellent standards of hygiene and safety.</p> <p>Deputise in the absence of the Executive Chef, oversee stock management, liaising with food delivery companies, placing/ chasing orders, ensure that maintenance of temperature records are fully completed and maintain the 5 star Food hygiene rating.</p> <p>Team management and leadership will include the completion of appraisal objectives, statutory and mandatory training. Organise and lead on the daily team meeting 10@20.</p> <p>The post holder is required to meet standards in line with agreed policy, procedures, including Key Performance Indicators (KPIs) profitability and productivity. The requirement for this role is to maintain good customer and colleague relations at all times.</p> <p>Be passionate about food, with a desire to learn and develop skills whilst providing an exceptional customer service</p> <p>To work 37.5per week, within a seven-day Rotas. Be able to work variable flexible hours, including and bank holidays.</p>

### 3. ORGANISATIONAL STRUCTURE

### 4. ROLE OF DEPARTMENT

The Catering Department provides an effective and efficient food service within the wards and hospitality events, ensuring the highest food safety standards at all times to patients, visitors and staff.

To provide a 5\* service at all times by ensuring all meals are delivered correctly, on time and presentation is as per the Standard Operation Procedures.

Ensuring that designated food preparation area clean and safe in accordance with health and safety requirements, The Hospital Food Standards, The International Dysphagia Diet Standardization Initiative (IDDSI), The British Dietetic Association, and NHS National Specification of Cleaning Standards.

### 5. RESPONSIBILITIES OF THE POST

#### 5.1 Role Responsibilities

- Maintain a high standard of personal hygiene at all times, adhering to the rules and regulations as laid out in the hospitals procedures and policies.
- Ensure that all food is correctly and safely prepared and stored
- Ensure food is presented in a way which meets agreed hospitals standards
- Ensure all equipment is left clean at end of shift in line with systems in place
- Reporting of equipment faults or concerns in line with agreed local procedures
- Prepare cook and serve meals for patients, staff and visitors, ensuring the highest standards of food safety throughout the process.
- Observe and maintain all necessary 'due diligence' records as required by HACCP and the hospitals policy and procedures
- Adhere to standard recipes and methods and make the most economical use of all ingredients whilst maintaining a strict avoidance of waste .

## 5.2 General Responsibilities

- On daily basis:
  - Support in compiling weekly rotas, manage annual leave and sickness levels.
  - Support with hospitality functions and events.
  - Ensure that work in is delegated ethically and accordingly
  - Oversee the management of the chefs, and support with the management of the waiting staff inclusive of the kitchen porters.
- To ensure all food is cooked, presented and served as per the hospitals standards, using innovation in the method and style of presentation and food service
- To follow standard recipes and ensure service times with good quality plated food .
- To prepare, cook and serve food for patients, staff and visitors and retail areas.
- To ensure food is of the specified quality, nutritional standard and in the quantities laid down on the meal requisitions .
- To effectively maintain quality, time and temperature standards, keeping records as appropriate.
- Maintain high standards of cleanliness and hygiene at all times; to clean and sanitise own work area during and after production, including removal of waste and rubbish to designated area.
- Check that all food received is in accordance with the quality and quantity ordered, adopting strict control principles .
- Place food orders, liaise with the food suppliers and notify Executive Chef of any discrepancies in deliveries, and product/ produce quality.
- To assist with the moving and handling of trolleys when required.
- To assist with functions/ hospitality work as required.
- To comply with Health and Safety Regulations and Health Care Policies.
- To attend senior staff meetings when required, participate assist with the handover
- Report any maintenance faults to the Executive Chef and the Estates Helpdesk.
- Any other duties designated by the Executive Chef including duties in the main hospital kitchen.

## 5.3 Customer Care and Communications

- To be customer focused at all times; approachable and quick to exceed expectations in fulfilling patient needs providing a friendly and efficient service.
- To work as part of a team and communicate in a polite, courteous and positive manner.
- Report maintenance faults, building fabric issues, pests and any other concerns to the Estates Helpdesk.
- To report any accidents or potential hazards immediately.
- Complete daily handover reports

#### **5.4 Cleaning Equipment and Materials**

- To be responsible for cooking equipment used, always keeping it clean, use it as per training instruction, free from damage and report any faults.

#### **5.5 Security**

- To demonstrate diligence whilst on duty and report any concerns to your manager.
- To be responsible for the safe and secure handling of equipment/keys and door codes to departments, wards and clinics.

#### **5.6 Training**

Attend task specific and mandatory training, for example:

- Fire safety Awareness
- COSHH
- Manual Handling
- Infection Control
- Health & Safety Awareness
- Safeguarding

#### **5.7 Health and Safety**

- Ensure the correct use of chemicals for the type of surface and finish required, making certain the handling and usage of such are in line with the COSHH regulations, risk assessments, safe systems of work and training given.
- Report equipment defects to Estates Helpdesk and/ or Line Manager ensure all equipment is cleaned after use and is left in a safe condition and ready to be used by the next person on duty.

- Maintain high standards of personal hygiene by wearing the uniform provided, and ensure that it is kept clean and presentable at all times.
- Attend training sessions not necessarily held at your place of work and at times not rostered to work.
- Ensure that all work is carried out in accordance with local Risk Assessments as per the mandatory training, eg. Manual Handling and Health & Safety
- Expected to ensure a healthy and safe environment exists in all departments at all times. She/he is expected to take reasonable care of her/his acts or omissions. Adhere to policies and statutory regulations all times.
- Required to observe the ward/departmental procedures including sickness/absence reporting, dress code and annual leave booking.

## **6. GENERAL INFORMATION:**

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

### **6.1 Other Duties:**

- To undertake any other similar duties, as required by the manager.

### **6.2 Confidentiality:**

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. A breach of confidentiality in relation to manual or

computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal .

### **6.3 Health and Safety:**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

### **6.4 Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

### **6.5 Equal Opportunities and Diversity**

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

### **6.6 Codes of Conduct**

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

### **6.7 Infection Prevention and Control**

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

**6.8 Management of Hospital Values**

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

**This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.**

**7. CREATED BY: Gaurav Puri**

**SIGNATURE: Gaurav Puri**

**PERSON SPECIFICATION**

**Post Title: Head Chef**

Criteria	Essential	Desirable



<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Have a good standard of English language both written and oral communication skills</li> <li>• Ability to work in a high pressured environment &amp; work to deadlines</li> <li>• Diplomacy and ability to deal with difficult situations</li> <li>• Communicate effectively with colleagues to ensure an accurate exchange of information about domestic tasks and service requirements.</li> <li>• Ability to work as a team member or on own initiative.</li> <li>• Good knowledge of COSHH and Manual Handling.</li> <li>• Undertake cleaning tasks</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Interview</p>
<b>Attributes and Qualities</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate a commitment and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.</li> <li>• Must be able to demonstrate and encourage behaviours consistent with the hospital values and behaviours.</li> <li>• Able to positively influence to ensure effective and efficient delivery of service</li> <li>• Ability to follow instructions and maintain high levels of standards</li> <li>• Have flexible working attitude and remain calm pressure and stressful situations</li> <li>• Ability to work under pressure with strong organisational skills</li> <li>• Confident, professional and welcoming personality</li> <li>• Demonstrable ability to meet hospital values</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Interview</p>