**Job Description and Person Specification**

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| 1. **Job Details** | |
| **Job Title** | Chef |
| **Accountable to** | Head Chef |

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| 1. **Job summary** |
| To supervise the catering staff whilst working to agreed targets, budget expenditure and service level agreements. To provide meals for patients, staff and visitors, to agreed standards of quality for the department. |

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| 1. **Main duties and responsibilities** | |
| **1.** | Prepare, cook and serve meals for all patients and staff within the Hospital. |
| **2.** | Provide meals to visitors in accordance with local procedures. |
| **3.** | Liaise with nursing staff to ensure the needs of all patients are met. |
| **4.** | Ensure professional dietetic advice is sought in respect of patients with special needs, not normally catered for within the hospital. |
| **5.** | Carry out all activities related to the provision of meals in accordance with food hygiene regulations. |
| **6.** | Comply with the standards required in respect of personal hygiene. |
| **7.** | Comply with the requirements for checking and recording the critical control points in food preparation, in accordance with Cygnet Health Care procedures, and maintain accurate records of checks for inspection. |
| **8.** | Handle, maintain and store all kitchen equipment in accordance with Cygnet Health Care procedures. |
| **9** | Handle, maintain and store all chemicals required in the catering department in accordance with Cygnet Health Care procedures for compliance with the Control of Substances Hazardous to Health (COSHH). |
| **10.** | Participate in staff training including personal development and other staff development. |
| **11.** | Ensure all staff follow the instructions for safe working in the department, and comply with all Cygnet Health Care’s policies and procedures which apply. |
| **12.** | Facilitate effective working relationships with staff, and between departments. |

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| 1. **Person specification** | | | |
| This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection. | | | |
| **Requirements** | **Essential and desirable criteria** | | **Method supporting assessment** |
| E | D |
| **Education and qualifications** | | | |
| Educated to GCSE level or equivalent (Grade C or above) |  | Y | Application Form / Interview |
| City & Guilds 706-1, Level 2 or above (NVQ or Diploma equivalent) | Y |  | Application Form / Interview |
| Intermediate food hygiene certificate |  | Y | Application Form / Interview |
| **Experience** | | | |
| General administration within a busy environment | Y |  | Application Form / Interview |
| Working with a variety of computer systems | Y |  | Application Form / Interview |
| Working within a customer focused environment | Y |  | Application Form / Interview |
| Knowledge of HACCP | Y |  | Application Form / Interview |
| Knowledge of good food legislation | Y |  | Application Form / Interview |
| Knowledge of Health and Safety | Y |  | Application Form / Interview |
| **Skills, knowledge and abilities** | | | |
| Excellent interpersonal skills with the ability to communicate at all levels | Y |  | Application Form / Interview |
| Ability to use Microsoft applications at an intermediate level | Y |  | Application Form / Interview |
| Excellent written and verbal skills | Y |  | Application Form / Interview |
| Capable of being well organised and able to manage several tasks in parallel | Y |  | Application Form / Interview |
| Ability to have a pro-active and positive outlook | Y |  | Application Form / Interview |
| High standard of food preparation | Y |  | Application Form / Interview |
| Stock Control | Y |  | Application Form / Interview |
| Ability to work under pressure | Y |  | Application Form / Interview |
| Sound knowledge of producing nutritional menus | Y |  | Application Form / Interview |
| Ability to mentor staff within a catering environment | Y |  | Application Form / Interview |
| To hold a current full UK driving licence |  | Y | Application Form / Interview |
| **Motivation** | | | |
| Ability to work on own initiative | Y |  | Application Form / Interview |
| Willingness to adapt and learn new skills | Y |  | Application Form / Interview |
| Passionate about promoting the values of Cygnet Health Care | Y |  | Application Form / Interview |
| Willingness to travel | Y |  | Application Form / Interview |

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| This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of Cygnet Health Care. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework. | | |
| Your Name: | Your Signature: | Date: |