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| **Job Title:** | **Head Chef** |
| **Reports To:** | **General Manager** |

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| **Job Summary:** | To manage and lead a culinary team that provides a nutritionally balanced, comprehensive and high-quality culinary service, which contributes to the overall wellbeing of the residents and is achieved within budget. |

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| **Role Responsibilities:** |
| * Prepare nutritionally balanced menu plans for approval by the General Manager, which provide varied, nutritious and appetising meals for residents, taking account of any special dietary needs and retaining records for inspection purposes.
* Prepare modified diets that look appealing and are well balanced and in accordance with IDDSI guidance
* Have an awareness of nutritional and weight loss issues of the residents
* Place food orders, subject to appropriate levels of authority, with approved suppliers, complying with procedures to maintain appropriate stock levels and control, ensuring good quality provisions are purchased within agreed budget limits.
* Maintain and adhere to the agreed resident food budget
* Monitor for increased costs where seasonal changes occur and adapt menu accordingly
* Ensure waste is monitored and the menu altered to reflect any required changes
* Supervise and direct the work of other kitchen staff, and Host team providing instruction and demonstration to unqualified staff on simple food preparation activity.
* Provide supervision and appraisals to the culinary team
* Understand the Avery Food Safety Management system and demonstrate the principles of safe food handling to ensure all food preparation undertaken in the kitchen is to the highest standards of hygiene.
* Support all culinary team members to fully understand the Avery Food safety management system
* Understand the standard operating procedures for the culinary department and be able to deliver coaching sessions on all culinary SOPs to team members
* Monitor and report the temperatures of refrigerators and freezers to ensure food is stored safely.
* Prepare and oversee the cleaning rota, to ensure the regular cleaning of all kitchen areas, equipment and appliances to meet the high standards of cleanliness necessary in food storage, preparation and service areas.
* Prepare and cook all daily meals for residents and staff and provides catering for special occasions, such as birthday cakes.
* Practice safe systems of work across the range of tasks and in particular moving and handling of loads, by assessing risk and having due regard for personal safety of residents, visitors and staff
* Understand personal responsibilities in relation to the Health & Safety at Work Acts and fire safety and evacuation procedures and demonstrates a working knowledge of COSHH assessments applicable in own work area.
* Treat all residents and their visitors, with dignity and respect the individuality of each resident.
* Deal with food complaints/concerns
* Contribute fully to team working, responding positively to colleagues and actioning all reasonable work instructions promptly.
* Take reasonable care of items of equipment used to carry out tasks, including general cleanliness and advising on any faults and the need for maintenance or replacement.
* Use and clean kitchen equipment and have the knowledge to observe the Food Safety (General Food Hygiene) Regulations 1995.
* Ensure the kitchen retains a 5 \* rating from the EHO
* Support the General Manager with recruitment when requested to develop a strong team
* Attend staff meetings and training sessions as required.
* Attend residents’ meetings

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| 2 years’ experience of managing a culinary team either in the care sector or hospitality sector  | E | CV/Application form, Interview |
| Hold relevant catering qualification – City & Guilds 706/1 and 706/2 or NVQ. | E | CV/Application form/certificates  |
| Hold Basic Food Hygiene Certificate and demonstrates high standards of personal hygiene | E | CV/Application form/certificates |
| Hold or willing to work towards achieving Intermediate / Advanced Food Hygiene | E | CV/Application form/certificates/interview  |
| **Knowledge/Skills & Abilities** |  |  |
| Demonstrate, flair, initiative. | E | Interview |
| Demonstrate an ability to control a budget  | E | Interview  |
| Demonstrate passion and commitment to the delivery of high-quality culinary standards to residents  | E | Interview |
| Able to be adaptive and flexible to cover a range of responsibilities at short notice | E | Interview |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |