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

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| **Job Summary:** | To support the Head Chef to 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:** |
| * Support the Head Chef to prepare nutritionally balanced menu plans, 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
* Supervise and direct the work of culinary staff, as directed by the Head Chef, providing instruction and demonstration to unqualified staff on simple food preparation activity.
* Have an awareness of nutritional and weight loss issues of residents
* Ensure waste is monitored and recorded
* Deputise for the Head Chef in their absence, ensuring the continuity of services to residents, all areas of culinary compliance are met and the food budget is adhered to
* Understand the principles of safe food handling to ensure all food preparation undertaken in the kitchen is to the highest standards of hygiene.
* Support the Head Chef and take responsibility as directed for the monitoring and reporting of the temperatures of refrigerators and freezers to ensure food is stored safely.
* 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.
* Understand the standard operating procedures for the culinary department and be able to support the Head Chef with the delivery of coaching sessions on all culinary SOPs to team members
* Support all culinary team members to fully understand the Avery Food safety management system
* Participate in 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, including the satellite kitchens.
* Prepare and cook as directed by the Head Chef all daily meals for residents and provide catering for special occasions, such as birthday cakes/ events.
* 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.
* Act accordingly towards residents and their visitors, respecting the dignity, confidentiality and individuality of each resident.
* 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.
* Attend staff meetings and training sessions as required.
* Adhere to Home Policies and Procedures.

**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**  |
| Hold relevant catering qualification – City & Guilds 706/1 and 706/2 or NVQ or equivalent  | E | CV/Application form, Interview |
| Hold Basic Food Hygiene Certificate | E | CV/Application form |
| Hold or work towards achieving Intermediate Food Hygiene. | D | CV/Application form |
| A minimum of 1-year catering experience. | E | CV/Application form |
| Experience in a similar setting or a hotel. | D | CV/Application form |
| **Knowledge/Skills & Abilities** |  |  |
| Have a positive attitude towards residents  | E | Interview |
| Demonstrate compassion and commitment to the delivery of high-quality culinary services to residents  | E | Interview |
| Able to be adaptive and flexible to cover a range of responsibilities at short notice | E | Interview |
| Ability to work as part of a team and demonstrates leadership qualities  | 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:**  |  |