

Reporting To : Home Manager
Responsible To : Home Manager

1. Responsible For:

Providing Meals and Other Consumables for Residents and Staff as Required. Arranging staffing in Kitchen including staff rosters. Cleanliness and Ensuring That the Kitchen Area And Meals Provided Conform To Relevant Regulations. The Health and Safety Acts Are Complied With.

2. Minimum Qualifications:

Basic Hygiene Certificate and any other certificates required by the Registering Authority.

3. GENERAL:

- The chef must be an experienced and reliable person who is fully competent in all aspects of kitchen work and who can produce a variety of menus, including catering for special dietary needs. The Chef should be aware of special preparations necessary to prepare special diets for particular religious groups.
- The Chef is part of the team and may meet with residents to discuss meal preferences/choices etc.
- Catering numbers vary. The Chef prepares the menus, taking special medical ethnic and religious needs and personal preferences of the residents into account.

4. DUTIES:

- Adhere of all company's policies and statutory requirements of Food Safety Regulations 1995 as amended and Food Hygiene (Scotland) Regulations 2006
- Adhere of all statutory requirements of hazards by COSHH.
- Ensure an adequate stock is maintained of dry goods and fresh food to prevent a shortage.
- Prepare and adhere to a three weekly menu plan in discussion with Home Manager or Senior Nurse.
- To prepare promptly all meals and beverages as required, including special diet meals and function work, and to check meals issued for quality, quantity, and appearance.
- To prepare special diet meals to the precise instructions of the doctor or other persons as appropriate (including Rabbi's, priest, etc).
- To ensure proper standards of cleanliness.
- To ensure the observance of safe working procedures and safety regulations and to remove from use and report to Manager any item of equipment found to be faulty.
- To ensure the correct and economical use of materials and equipment and to ensure that wastage is kept to a minimum.

CHEF

- To ensure that kitchen equipment, crockery and cutlery etc. is kept clean and ready for use. This will include the operation of the dishwasher when necessary.
- To assist the Manager in the resolution of residents' catering complaints.
- To monitor the work of catering assistants on duty and to report to the Manager as appropriate.
- Participating in training programmes.
- To ensure that the catering budget is met and that the appropriate documentation is completed for the Home Manager.
- To undertake audits as requested.
- To carry out supervision and appraisals of kitchen staff
- To undertake any other duties as may be necessary from time to time.