

# eldon housing

## **JOB DESCRIPTION**

**Job Title:** Weekend Chef or Cook  
**Responsible to:** Senior Registered Care Manager

### **Overall purpose of the job:**

- To provide a high-quality catering services, that will enhance the everyday life of the Tenants.
- To ensure the catering service is carried out in accordance with the Output specification, appropriate legislation, guidance, procedures and good practice.
- To be responsible for the organisation and supervision of a high-quality food service to meet the requirements for the tenants.
- To be responsible for ensuring high levels of cleanliness and hygiene in the kitchen and storerooms at all times
- To be responsible for ensuring that all food not only looks and taste delicious but also reflects the needs of individual's medical and cultural requirements.
- To manage front of house service of food including the presentation of food and maintain a menu displaying choice.
- To manage and report back the catering budget.

No job description can cover every issue that might arise, and the post holder is expected to carry out other duties from time to time, broadly consistent with those listed below.

### **Key responsibilities:**

- Create varied and nutritional fresh food menus that will satisfy all dietary needs and preferences whilst not exceeding the budget.
- Undertake skilled food preparation to provide a variety of meals using seasonal fresh produce following agreed menus.
- Supervise motivate and instruct the catering team in the use of various cooking methods to ensure the efficient delivery of meals for large numbers of service users.
- Liaise with the care home management to adapt service delivery to meet Tenants overnight's changing circumstances and new arrivals.
- Ensure compliance with current Food Hygiene requirements, Environmental Health and Health and Safety at Work regulations and that staff adhere to food hygiene standards.
- Manage and implement stock control procedures including rotation of stored foods i.e., frozen, fresh and dry packaged and to ensure proper storage of food.
- Manage paperwork including adhering to the Associations Policies & Procedures, budgets, managing orders, deliveries, updating electronic data bases and responding to emails.
- Monitor and control quality of food at time of delivery in accordance with laid down procedures.
- Ensure crockery and cutlery levels are maintained and electronic inventory records are kept and maintained.

**General:**

Be aware of and sensitive to the tenants needs to their privacy, independence and dignity and to demonstrate at all times a warm and caring attitude to tenants.

- Alert the Senior Registered Care Manager if a tenant appears unwell or in distress.
- Hand immediately to the Senior Registered Care Manager any money or valuables found in the course of your duties.
- Ensure all staff comply with all Health & Safety Procedures and ensure all equipment and cleaning materials are used and stored according to their directions for use and COSHH instructions.
- Inform the Senior Registered Care Manager or the Help Desk of any defects or hazards in the building, or to equipment, crockery or furniture handled in the course of these duties.
- Be familiar with the Fire Drill, in particular to those requirements specific to the Kitchen area, and to follow all instructions given by the Fire Warden in the event of an emergency.
- Attend Team Meetings during normal working hours and agree to attend outside normal working hours where reimbursement will be made.
- Attend all training courses as instructed by Management in compliance with current legislation, good practice or as specifically required.
- Comply with all contractual agreements affecting employment, completing the appropriate electronic forms/requests as necessary, such as: Timesheets, Annual Leave, general Absence Forms and Self Certification forms etc.
- To carry out any other duties as reasonably instructed by Management.

**Other**

- Undertake other duties as required by Management.

**Learning and Development**

- To actively participate in self-development as appropriate and training as identified for the benefit of performance management.

**Best Practice:**

- To work to promote the Association and ensure that's its reputation is enhanced and to actively promote its Equal Opportunities and Diversities policies, ensuring that all practices/procedures are in accordance with best practice equality and diversity.
- To work within the Associations Equality and Diversity Policy and ensure implementation of the same.
- Be aware of Health and Safety regulations at all times, ensuring compliance.
- To adhere to the Associations Environmental Policy

**Person specification:**  
**Essential Qualifications and Experience**

- Professional Cookery Qualification (including awareness of Food Allergens and dietary requirements)
- Extensive catering experience in a commercial kitchen
- CIEH Level 2 in Food Safety Certificate (or equivalent) and working towards CIEH Level 3 in Supervising Food Safety for Catering
- Experience of preparing fresh food and multi-cultural cuisine.
- Proven staff supervision skills
- Good IT Skills
- Previous experience of budget control
- Supportive of a charitable, caring organisations aims and values.

**Desirable:**

- Experience of working in catering within a care home environment.

**Competencies:**

- Customer focus: Understands customer needs and provides a helpful, caring service.
- Teamwork: Works supportively and respectfully with colleagues, customers and suppliers
- Communication: Is polite and can understand and be understood by a wide range of people
- Achieves results: Solves problems, gets things done on time.
- Makes improvements: Develops own skills and knowledge and seeks to make things work more smoothly.
- Professionalism: Is punctual, reliable, dresses appropriately, and follows rules and standards

I acknowledge that I have read and understand and accept the duties as specified in this Job Description.

Post Holder ..... Date.....