

# **ABBNEYFIELD WESSEX SOCIETY LTD**

## **JOB DESCRIPTION**

**Job Title:** Chef

**Responsible to:** House Manager

**Main Purpose of the Job:** To be responsible for the provision of a high standard of varied meals and to maintain the smooth running of the house in the absence of the House Staff.

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### **Key Duties and Responsibilities**

1. Prepare and cook high quality meals from fresh ingredients to include any dietary requirements – you must also be aware of and know how to comply with current allergen legislation.
2. Checking deliveries against the delivery notes and monitoring the quality of the fresh produce.
3. Ensure that all food stocks are in date and rotated as required. Complete all required records.
4. Maintain a high standard of cleanliness in the kitchen, including washing up and ensure that the kitchen conforms to Health and Safety and Food Hygiene Standards
5. Ensure that all equipment is kept in efficient working order and any mechanical defects are reported to the Operations Manager as soon as possible.
6. Complete accurate records for the kitchen areas including risk assessments, temperature records and any other information that needs to be recorded to meet current legislation.
7. Be responsible for the residents' welfare in the absence of the House Staff and respond to any queries or emergencies.
8. Answer the telephone and residents' enquiries as appropriate.
9. Ensure that all communal parts of the house are clean and tidy including ensuring the house is sanitised on a regular basis using the fogging machine.
10. Work with other house staff and residents, maintaining a good working relationship.
11. Wear appropriate PPE when required.
12. Follow all procedures.
13. Attend and participate in staff meetings and training sessions.
14. Be able to demonstrate a flexible approach to the delivery of work to provide house cover at short notice.
15. Any other duties which may be required commensurate with this post.

### **Additional Requirements:**

The post holder may be required to perform duties not specifically identified in the job description but which are commensurate with the general responsibilities of the post.

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**PERSON SPECIFICATION: Chef**

<b>CRITERIA</b>	<b>HOW ASSESSED</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS &amp; TRAINING</b>			
Current CIEH Food Safety or equivalent	Certificate	*	
First Aid Certificate	Certificate		*
Recent vocational training			*
Catering Qualification	Certificate	*	
<b>EXPERIENCE &amp; KNOWLEDGE</b>			
Ability to plan seasonal menus which include allergen control information and within defined budgets	Interview Questions	*	
Putting into practice Health & Safety and Food Hygiene requirements	Interview Questions	*	
Understand the importance of confidentiality and its implications	Interview Questions	*	
The ability to understand the needs of elderly people including specific nutritional needs	Interview Questions	*	
Previous experience of working as a professional chef/cook	Interview questions	*	
<b>SKILLS &amp; BEHAVIOURS</b>			
Excellent interpersonal skills, able to deal sensitively and tactfully with colleague, volunteers and residents	Interview Questions	*	
Caring nature with the ability to empathise with elderly people	Interview Questions	*	
Able to organise and prioritise own workload.	Interview questions	*	
Ability to work as part of a team or alone as required	Interview Questions	*	
<b>OTHER REQUIREMENTS</b>			
Undertake training as required	Interview Questions	*	
Full driving licence with access to a vehicle and be able to travel to other venues		*	
Flexibility with hours worked	Interview Questions	*	
Satisfactory DBS check		*	