

Job Description for 2nd Chef

Job Purpose:

- To assist the Head Chef to provide a high quality catering service and take charge of the service in the absence of the Head Chef.
- To work within company policies and procedures. To ensure Health and Safety and Environmental Health compliance.

Skills, Knowledge and qualifications

Required:

- Previous experience preparing, cooking food for a large volume of people
- NVQ 2 Catering or equivalent– or working towards
- NVQ 2 Hygiene
- Knowledge of Health and Safety Legislation
- Satisfactory DBS check
- At least 2 years' experience as Kitchen assistant
- COVID 19 vaccination

Reporting to: Head Chef and Home Manager

Main Responsibilities

- To prioritise workload of, and allocate tasks to relevant Staff.
- To assist the Head Chef in creating and maintaining cooking and cleaning regimes (daily, weekly, periodically etc.) for all areas of the kitchen in line with the Company's quality philosophy.
- To prepare menus in advance in a regular and varied way with the manager in the absence of the Head Chef.
- To ensure that any special dietary meals are prepared.
- To prepare and present food to a high standard and quality.
- To ensure that adequate food stock controls are in place in the absence of the Chef.
- To ensure that an inventory of kitchen equipment is updated and managed in the absence of the Head Chef.
- To ensure that the meal preparation areas comply with all regulatory requirements
- To ensure that food handling, cleanliness, health, safety, risk assessments and that all procedures required within the meal preparation areas operate to the highest possible standards.
- To attend Staff and resident meetings as and when required.
- To undertake all statutory and relevant training as identified by H.R.
- To supervise and instruct junior and new Staff Members in all aspects of their work in the Care Home, giving help and guidance where appropriate.
- To maintain professional knowledge and competence.
- To adhere to the Care Home's disposal of waste policy.
- To report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.
- To understand and ensure the implementation of the Care Home's Health and Safety policy, and Emergency and Fire procedures.
- To report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
- To promote safe working practice in the Care Home.
- To promote and ensure the good reputation of the Care Home.
- To ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.

- To notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- To ensure the security of the Care Home is maintained at all times.
- To adhere to all Company policies and procedures.
- To ensure all equipment is clean and well maintained.
- To carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Exclusive Care/Crystal Care reserves the right to amend this Job Description from time to time, according to business needs and welcomes your suggestions to improve the post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature

Name Date