



N NOTARO HOMES LTD

JOB DESCRIPTION

Job Title: Chef

Responsible to: Home Manager

Job Summary:

- ❑ To develop a 2-4 week menu taking into consideration residents choices
- ❑ To prepare an attractive, nutritious, well-balanced diet, considering resident's individual requirements, specialist needs and likes and dislikes under the direction of the home manager and the residents.

Duties and responsibilities:

- ❑ To introduce yourself to new residents and find out their likes and dislikes
- ❑ To ensure the safe working practices of all staff in the kitchen area
- ❑ To comply with Health and Safety regulations, reporting any situation which could be considered hazardous
- ❑ To ensure all hygiene regulations and practices are adhered to and that the kitchen is clean at all times
- ❑ To maintain and ensure all kitchen records are kept up to date
- ❑ To comply with the Food Safety Agency guidelines and follow HACCP guidelines
- ❑ To arrive for duty punctually and correctly dressed, maintaining high personal hygiene standards and personal appearance. (No hand jewellery to be worn and finger nails to be short and clean with no nail varnish)

- ❑ To maintain discipline and set standards
- ❑ To report all incidents / accidents and illness to the home manager
- ❑ To monitor levels of crockery and cutlery, ensuring all breakages are recorded
- ❑ To ensure high standards of meal presentation and quality at all times
- ❑ To ensure the correct procedure for ordering, delivery, storage and preservation of all food stuffs
- ❑ To ensure rotation of all stock
- ❑ To recommend and practice acceptable economies, ensuring minimum wastage
- ❑ To encourage your staff and promote good team leadership
- ❑ To liaise with nursing staff.
- ❑ To undertake training identified as appropriate by the Training Manager and Home Manager
- ❑ To attend regular staff meetings
- ❑ To understand and follow Company policies and procedures
- ❑ To be aware of personal conduct, on or off duty, thus reflecting on the high standards of the home
- ❑ To ensure adequate provision is made for staff lunches
- ❑ To understand the Safeguarding Vulnerable Adults policies and know the correct steps to take should you be aware of or witness any type of abuse
- ❑ To understand the Whistleblowing Policy

- ❑ To promote anti-discriminatory practice at all times
- ❑ To promote equality and diversity throughout the workforce
- ❑ To arrange 1:1 supervisions with your kitchen staff at least 6 times a year
- ❑ To attend 1:1 supervisions with the Home Manager
- ❑ To compile and record duty rotas for the kitchen
- ❑ To complete induction programmes for your staff
- ❑ Compile monthly audits to monitor the workings of the kitchen and all records kept.

This job description is not intended to be an exhaustive and final list of duties and will be reviewed periodically in line with the needs of the business.

I acknowledge the receipt of the above job description:-

Name: _____

Signature: _____

Date: _____

Once signed, kindly return to the Home Administrator.
One copy will be retained in your personnel file and the other is for your personal reference.

Reviewed June 2008 / CBa

Chef ~ June 2008