

**Job Title:** Head Chef

**Report to:** Operations Team

**Hours:** 39 per week

**Location:** Ravenswood Village, Crowthorne, Berkshire, RG45 6BQ

**Contract:** Permanent

**MAIN DUTIES & RESPONSIBILITIES:**

1. To be part of, and lead, a team preparing and providing meals which comply with the

laws of Kashrut and Food Hygiene Regulations.

2. To provide regular supervision, leadership and development to the catering team.

Working in a professional manner whilst developing a strong team ethos, where staff

and trainees are motivated to reach their full potential.

3. To ensure that food is purchased, stored, prepared and served is safe for

consumption and in accordance with Kosher preparation and cooking of food in

appropriate quantities for the allocated services.

4. To maintain all aspects of the kitchen, including stock, cleaning and disposal of waste under the regulations set by the Food Standards Agency.

5. To prepare and serve well balanced nutritious meals, to accommodate and adhere to

special dietary needs, vegetarian options and care plans when creating a diverse

menu plan for the allocated services.

6. To complete periodic deep cleaning of the kitchen as defined in the cleaning

schedule.

7. To record, report and action all Health and Safety and Food Standards Agency

required checks, including food temperatures, fridge and freezer temperatures,

opening and closing checks.

8. Liaise with care staff, home managers and other health professionals as necessary

regarding any specific dietary requirements relating to individual health needs and

ensure that foods are prepared with due care and attention, with particular regard

to these dietary requirements developing menus around this information and

guidance.

9. To be aware of and comply with the safe working practices as laid down under the

Health & Safety at Work Act and Food Hygiene Regulations.

10. To support ad hoc functions or events on or off site and to provide cover where

necessary, ensuring continuity of the day-to-day operation of the kitchen. This may

include the need to work flexibly or additional hours on occasion.

**GENERAL:**

1. To maintain standard of dress that is appropriate to role and in accordance with the

organisation’s dress policy.

2. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.

3. To work on a rotating rota with the requirement to work at weekends as required. Hours of work per day can vary according to the needs of the service within the weekly hours contracted.

4. To attend regular supervision sessions with the line manager and undertake relevant

training as and when required.

5. To take all reasonable care of the health and safety of themselves and other persons

who may be affected by his/her acts or omissions. Co-operate with the organisation as

far as is necessary to enable that duty or requirement to be performed or complied

with. To report to the Health and Safety Manager regarding a serious risk or your

concerns over safety issues.

6. To work collaboratively with volunteers to ensure that their contribution enhances

the quality of service provision and support across the organisation.

7. To work at any other Norwood location, as and when required.

8. To provide where required training to support workers providing meals in other services as well as menu review/implementation support as requested.

9. To undertake any other duties which are consistent with the post.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

**PERSON SPECIFICATION:**

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| **CRITERIA**  | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE**  | * Up to date knowledge of the regulations set out by the Food Standards Agency
* Team leadership experience in a kitchen environment
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| **QUALIFICATIONS**  | * NVQ Level 3 in Catering / Cookery or equivalent
* Food Hygiene certificate
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| **PERSONAL CIRCUMSTANCES AND ATTRIBUTES**  | * Excellent verbal and written communication skills
* A genuine team player with a can-do attitude
* Ability to work 39 hours per week, across a 7 day shift pattern
* A champion of Norwood’s values – Kindness, Respect, Belonging, Empowerment
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