

Job Description

Job Title	Head Chef	Job Family	Hospitality
Reporting to		Job Code	HOS/025
Location		Evaluation Date	12/01/06
<p>Roles within the Hospitality job family are dedicated to ensuring patients, children, young people/adults and staff benefit from an attractive, clean and safe environment, which aids their well being and development.</p>			

Main Purpose

Manages the provision of a catering service within a Priory unit with particular emphasis on the planning, preparation and cooking of meals through a team of staff.

Key Accountabilities

1. Manages staff and procedures to ensure the efficient delivery of all aspects of food preparation and cooking, taking account of any special requests or dietary requirements within the unit. The role holder will need to be actively involved in the preparation and cooking, as well as managing the work of others, ensuring operational standards comply with the company's 'Assured Safe Catering policies' and guidelines.
2. Supervises, develops and motivates a small team of catering staff at all levels, ensuring compliance with safety legislation and Priory policies in all catering operational areas.
3. Responsible for the managing the food budget within Priory standards, taking account of cost per cover calculations, as well as ensuring best value and quality of ingredients.
4. Alongside clinical colleagues, researches and creates new menus for the unit, taking account of healthy eating guidelines and any needs that particular patient/pupil groups may have.
5. Manages stock ordering and rotation in an efficient and cost-effective manner

Knowledge & Skills

NVQ3 or equivalent or Qualified By Experience in Catering together with an Intermediate Food Safety Certificate.

Experience

Several years work experience within a professional kitchen environment, including the management and motivation of teams.

Autonomy & Impact

Works to agreed short-term objectives where the impact of judgements will be immediately obvious.

Intelligent Problem Solving

Problem solving is based on acquired knowledge and experience; however, the nature of food preparation and staff management will require adaptive and creative thinking.

Responsibility

Staff

Supervisory responsibility for a small team of catering staff.

Budgets & equipment

Budgetary management and delegated authority to sign off invoices from nominated suppliers. Responsible for the appropriate use of various pieces of catering equipment, and for ensuring that effective use and maintenance of stock and equipment.

Informatics

Shared responsibility for maintaining appropriate records and data as required under the company's Assured Safe Catering policies and guidelines.

Communication & Interaction

Well-practiced management communication skills are required, as the jobholder is required to direct and motivate a team of catering staff. Additionally, the role holder will liaise with other departmental managers to ensure the quality of the service provision is maintained.

Working environment

The role holder works within a busy kitchen environment using a variety of equipment where many routine duties require a degree of sustained physical effort.

Special Features

None.

Competency Profile

Ways we Work

Job type : Head Chef

Job Code: HOS/025

Job family : Hospitality

Upholding Company Values

Competency	Req'd Level	Descriptors
Collaboration & Teamwork	1	<ul style="list-style-type: none"> ✓ Responds positively to requests from others ✓ Is always prepared to help others ✓ Participates in team discussions and activities ✓ Shares information with team members and colleagues ✓ Understands how own role contributes to the success of the team
Personal integrity	1	<ul style="list-style-type: none"> ✓ Provides honest and direct answers to questions ✓ Recognizes and acknowledges own strengths and weaknesses ✓ Respects the views, customs and values of others
Improving quality standards	2	<ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Keeps own workspace tidy and organized ✓ Complies with relevant regulatory and statutory requirements <hr/> <ul style="list-style-type: none"> ✓ Double checks accuracy of own and other's work ✓ Carefully monitors and checks the accuracy and quality of others' work ✓ Keeps clear, detailed records and files

Responsiveness

Competency	Req'd Level	Descriptors
Initiative & Pro-activity	1	<ul style="list-style-type: none"> ✓ Acts quickly and decisively to seize the moment ✓ Prepares for the predictable ✓ Is a 'self starter'

Emotional Intelligence

Competency	Req'd Level	Descriptors
Resilience	1	<ul style="list-style-type: none"> ✓ Stays calm when problems arise ✓ 'Bites lip' in the face of angry customers and colleagues ✓ Avoids letting day to day pressures get them down ✓ Puts problems behind them once resolved

Leadership

Competency	Req'd Level	Descriptors
Decisiveness	1	<ul style="list-style-type: none"> ✓ Makes effective routine decisions within own span of influence ✓ Makes effective decisions within standard parameters and procedures

Information management

Competency	Req'd Level	Descriptors
Planning & Organizing	2	<ul style="list-style-type: none"> ✓ Uses simple planning tools appropriately (e.g. 'to do' lists and diaries) ✓ Recognizes the importance of a planned approach to work ✓ Develops clear plans to tackle a specific, well-defined task <hr/> <ul style="list-style-type: none"> ✓ Prioritizes simple workload issues for the day in hand ✓ Plans how to deal with peaks and troughs in workload ✓ Uses plans to manage workload on an on-going basis