

Job Description

Job title	Chef	Job family	Healthcare
Reporting to	Housekeeping Services Manager	Job code	HOS/024
Location		Evaluation Date	15/02/2013

Main Purpose

Assists with the provision of a catering service within a Priory unit with particular emphasis on the planning, preparation, cooking and serving of meals.

Key Accountabilities

Quality

1. Undertakes the planning, preparation and cooking of meals, taking account of any special requests or dietary requirements within the unit.
2. Takes full shift responsibility for the catering operation (in the absence of the Head Chef).
3. Ensures the cost-effective and efficient control of stock including placing orders for food products and the checking/reconciliation of deliveries. Ensures that wastage is minimised.

Innovation

4. Assists the Head Chef by researching and creating new menus ensuring meals are of a high quality and compliment healthy eating guidelines.

Value

5. Supervises assigned catering staff ensuring their quality of work continues to meet required operational standards and the company's Assured Safe Catering policies and guidelines.

Knowledge & Skills

NVQ2 or equivalent or Qualified By Experience in Catering together with a basic qualification in food hygiene.

Experience

Experience within a professional kitchen environment.

Autonomy & Impact

Organises and prioritises own work within established procedures, referring complex issues to senior catering staff.

Intelligent Problem Solving

Usually works within existing processes and procedures, however, the nature of food preparation will require some creativity when developing new menus and some adaptive thinking when deploying and supervising catering staff.

Responsibility

Staff

Required to supervise the work of up to 5 catering staff.

Budgets & equipment

No budgetary or financial responsibility. Responsible for the appropriate use of catering 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

Communications with colleagues will require some judgement, as well as the need to discuss new menus with other unit staff to ensure the well being of patients.

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

The role holder will be required to undertake specialist dietary training, as well as partaking in Priory's mandatory training programme.

Upholding Company Values

Competency	Req'd Level	Descriptors
Quality - Of care, treatment, of facilities and of staff	2	<ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Complies with relevant regulatory and statutory requirements
		<ul style="list-style-type: none"> ✓ Double checks accuracy of own and work of others ✓ Carefully monitors and checks the accuracy and quality of others' work ✓ Values the input and expertise of colleagues ✓ Keeps clear, detailed records and files
Innovation - Being forward thinking and thought leaders	2	<ul style="list-style-type: none"> ✓ Adapts new services already introduced in other areas within the group ✓ Amends these services to suit the needs of the local service
		<ul style="list-style-type: none"> ✓ Proposes new services to regional management, taking into account the local needs of the area ✓ Assists and supports regional management with developing and implementing these new services
Value - Due to transparency and flexibility	2	<ul style="list-style-type: none"> ✓ Prices services in line with local needs ✓ Reacts to local feedback regarding pricing of services
		<ul style="list-style-type: none"> ✓ Regularly reviews services and price points adjusting where appropriate ✓ Adjusts prices in line with demand for services