

JOB SPECIFICATION

POST TITLE: Head Chef

RESPONSIBLE TO: Hospital Manager/Director

JOB PURPOSE: Providing meals for patients, staff and visitors to the agreed standard of quality within specified budget expenditure and supervising the work of staff employed within the department.

Key Responsibilities

- Prepare and serve meals for all patients and staff
- Provide catering for visitors to the hospital as appropriate.
- Liaise with nursing staff to ensure the needs of all patients are met.
- Ensure professional dietetic advice is sought in respect of patients with special dietary requirements.
- Perform all activities related to the provision of meals in accordance with food and hygiene regulations.
- Comply with the standards required in respect of personal hygiene.
- Comply with requirements in relation to checking and recording the critical control points in food preparation and maintain appropriate records of checks for inspection in accordance with policies and procedures.
- Handle, maintain and store all kitchen equipment in accordance with policies and procedures.
- Handle, maintain and store all chemicals within the department in accordance with policies and procedures for compliance with Control of Substances Hazardous to Health (COSHH) regulations.
- Maintain and monitor adequate stock levels of catering supplies using the agreed suppliers.
- Monitor monthly expenditure against budget targets for the department and take action to rectify overspend when necessary.
- Provide information to assist in the budget setting process.
- Maintain rotas and records of hours worked for staff within the department, ensuring there is adequate cover available to complete tasks to agreed standards and maintain records of staff absence.
- Take an active role in the recruitment and retention of staff.
- Ensure effective induction of new staff is carried out to the agreed standard.
- Monitor staff performance in accordance with the organisation's procedures for performance appraisal and identify and arrange any training to assist in staff development.
- Facilitate effective working relationships with staff.
- Monitor the level of service provided against the agreed standards for the department and perform audits of operational activities when required.

Training and Professional Development:

- Ensure attendance at all mandatory training sessions (Health & Safety, Infection Control, Manual Handling, Fire, Personal Safety/Breakaway)
- Co-operate fully with the organisation's procedures for performance appraisal including the identification of training and developmental needs and demonstrate a commitment to meet these.
- Undertake additional duties that contribute to patient care and the effective working of the units upon reasonable request of a senior member of staff.

Health and Safety:

- Report all untoward incidents to the Operations Manager.
- Be familiar with the arrangements of the Fire Evacuation and keep up to date with fire prevention and safety training.
- Inform the appropriate person on any malfunction of equipment.
- Ensure that company policies and procedures related to Health and Safety are adhered to.

JobholderSigned Date:
ManagerSigned Date: