

Mary Feilding Guild

Position: Chef

Responsible to: Chef Manager (CM)

Significant working relationship: Registered Manager (RM)
Resident Services Manager
Care Managers
Director
Residents
Suppliers

Job purpose:

To assist the CM in all duties to contribute to the smooth running of the catering function within Mary Feilding Guild. With the CM to ensure residents (who are very discerning) enjoy their food and continue to eat well.

To prepare and deliver lunch for 50-60 people for three out of four weekends. Additionally, to work alongside the Chef Manager (CM) for two days during the week and provide cover for him once a month, when he will work the weekend.

To work with the CM to plan a rolling monthly menu three times a year. This role includes cleaning the kitchen and equipment to ensure the highest standards of hygiene are maintained.

Food preparation, service and cleaning

1. To assist in the preparation and serving of lunch as per the agreed menu to the expected standard, on time. Food should not be prepared too early to maximise nutritional value and benefit of it.
2. To use fresh food at all times unless specifically agreed with management.
3. To act in the absence of the CM and be responsible for the kitchen operation
4. To assist in the ordering of food from approved suppliers, within budget, as required by CM.
5. When working with the CM to prepare suitable food for freezing to be used within the month and for emergencies.
6. To clean the kitchen in accordance with Guild standards and procedures, ensuring the highest standards of hygiene at all times. This includes clearing and cleaning surfaces and implements and keeping the kitchen floor clean of food scraps and spills.
7. To work alongside the CM to prepare food for special events

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8. To work with the designated staff (eg care managers) to ensure food for residents with special diets is prepared to a high standard as required.
9. To prepare supper for cooking later in the evening as required.
10. To record food temperatures as specified by the Guild
11. To prepare cakes for service at afternoon tea.
12. To record all cleaning on a daily basis in accordance with Guild standards and procedures.
13. To ensure the correct disposal of kitchen waste and recyclable waste in accordance with Guild practice, to maintain good hygiene and good order in the kitchen
14. To keep the area outside the back door clean, tidy and free of rubbish and food debris.
15. To leave the kitchen in a clean, tidy and organised state.

Health and Safety

16. To ensure that Food Safety, Health and Safety standards are adhered to and recorded in accordance with Guild requirements.
17. To ensure a high standard of kitchen hygiene is maintained and cleaning is carried out daily.
18. To attend all training (not just limited to Health and Safety) as required by the Guild. If this is outside working hours it will be paid at the hourly rate, or time will be given off in lieu, at the determination of the Guild.

Equipment

19. To clean all equipment. This includes cleaning and defrosting fridges and freezers and other equipment in rotation and maintaining records of same.
20. To record temperatures of equipment.
21. In the absence of the Chef Manager, to contact suppliers to carry out maintenance and repairs of equipment in a timely fashion and to alert the Registered Manager/Director in good time if equipment needs replacing.

Stock management

22. To be aware of the ordering process and to assist in the ordering of stock in accordance with the menu, keeping within budget and ensuring the Guild does not run out of stock items. To be aware of the systems as required including the ordering system and delivery notes system.
23. To assist with stock-takes as and when required.
24. To put all deliveries away and record the temperature.
25. To ensure the right food labels.
26. To assist in the maintenance of food wastage records and propose ways of reducing waste.

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Staffing

1. To liaise with the kitchen assistants on an ongoing basis creating an inclusive environment in the kitchen.
2. In the absence of the CM to take an active role in supervising and supporting catering staff

Skills, Qualifications and Experience - Essential

1. To have sufficient experience to prepare, cook and serve a range of dishes for the Mary Feilding Guild's residents and staff once induction has been completed.
2. Minimum NVQ2 in food preparation and intermediate level in Food Safety
3. A demonstrable desire to develop food preparation knowledge, skills and experience
4. Proven ability to maintain high standards of cooking and cleanliness.
5. The ability to cook under pressure.
6. Awareness of food allergens and the importance of ensuring requirements are maintained, for those with gluten and other allergies
7. Good literacy and communication skills

Skills, Qualifications and Experience - Desirable

1. Experience of working with elderly people and an understanding of the importance of food to them.

Personal attributes - Essential

1. To have a genuine interest in the elderly and understand the importance of good food and excellent presentation to them, and to their well-being.
2. To have calm disposition.
3. To be flexible and willing to carry out ad hoc duties or cover as and when required.
4. To have a genuine passion and interest in food with a desire to constantly learn and improve.
5. To employ the highest levels of integrity in all contact with team members, residents, management, suppliers and all personnel external to the Guild.

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Summary of Terms & Conditions - please note this documents does not constitute part of the employment contract and is for information only.

Job title:	Chef
Location of work:	Kitchen – Mary Feilding Guild
Salary:	£20,000 per annum
Hours of work:	7 am to 3 pm
Hours per week:	30 hours per week – 7.5 x 4 + half an hour unpaid break which is compulsory to take
Days of work:	Weekends 3 out of 4, + 2 weekdays; working pattern normally either Thursday, Friday + Saturday/Sunday or Saturday/Sunday + Monday, Tuesday. Once a month to work 4 weekdays and have the weekend off. Rota to be provided one month in advance.
Overtime:	Paid at an hour rate of £12.82 – enhanced rate for bank holiday cover.
Probation:	6 months - may be extended for an additional 3 months.
Salary review:	Salary review after satisfactory completion of probationary period and then on an annual basis.
Annual leave:	16 day + 6.50 bank holidays – which increases on an incremental basis after 2, 5 and 10 years.

Appointment is subject to receipt of a clear enhanced DBS (previously CRB) check and receipt of two references which are satisfactory to the Guild.

Appointment is subject to completion of a satisfactory medical questionnaire and attendance at a medical examination, if required, which will be paid for by the Guild.

These terms are not binding and do not form any part of a contract of employment.

Closing date 24 May 5 pm