

# MARY FEILDING GUILD

## JOB DESCRIPTION – WEEKEND CHEF

<b>Position:</b>	Weekend Chef
<b>Responsible to:</b>	Chef Manager/Registered Manager
<b>Responsible for:</b>	Weekend Kitchen Assistants
<b>Key Relationships:</b>	Weekend Housekeeper Registered Manager/Care Manager (in his/her absence) Residents

### RESPONSIBILITIES:

#### Food preparation and service

1. Prepare and serve lunch as per the agreed menu each day 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 ensure all food is ordered from approved suppliers.
4. To work with the designated staff to ensure food for residents with special diets is prepared to a high standard.
5. To prepare supper for cooking later in the evening.
6. To prepare cakes for service at afternoon tea.
7. To complete mise en place for the following day as required.
8. To contribute to the menu planning process (3 times a year) as required.
9. To act on feedback as required to improve the experience for residents.

#### Staff Management

10. To manage the Weekend Kitchen Assistants to ensure the highest standards of performance.
11. To liaise with the Guild's HR Advisor on all personnel issues and follow advice and best practice.

#### Health and Safety

12. To ensure that Food Safety, Health and Safety standards are maintained and to supervise other staff in the same.
13. To complete all temperature record sheets as directed.
14. To ensure a high standard of kitchen hygiene is maintained and cleaning is carried out daily and the same recorded.
15. To ensure the kitchen is spotless and fridges/freezers are locked before leaving the kitchen.
16. To carry and record kitchen safety checks before leaving the kitchen each day.
17. To maintain up to date training on Level 3 Supervising Food Safety.

# MARY FEILDING GUILD

## PERSON SPECIFICATION – WEEKEND CHEF

	<b>Essential</b>
<b>Experience</b>	<p>To have sufficient experience to prepare, cook and serve a range of dishes suitable for Mary Feilding Guild’s residents.</p> <p>To be willing to learn new dishes and listen to residents views.</p> <p>To demonstrate effective management of food service at meal times.</p> <p>To demonstrate an understanding of older people and how they might differ from the general population in food tastes, whilst still requiring excellent food.</p>
<b>Skills</b>	<p>Good literacy and communication skills.</p> <p>Ability to provide a two course lunch for 60 people on a daily basis, incorporating a choice of two mains and a salad; the choices are preordered.</p> <p>Ability to prepare supper for cooking later for approximately 30 people each day.</p> <p>Proven ability to manage a kitchen, maintaining high standards of cooking and cleanliness.</p> <p>Proven ability to manage staff in a positive manner, whilst ensuring their consistent and high performance.</p> <p>To practice and promote the highest standards of hygiene in all aspects of the role.</p> <p>To work with constructive feedback to benefit the resident group and the operation.</p>
<b>Personal Attributes</b>	<p>To present professionally at all times as a representative of the Guild.</p> <p>To have a genuine interest in the elderly and understand the importance of good food to them, and to their well- being.</p> <p>To have a calm disposition and an ability to command respect and trust as appropriate to the role.</p> <p>To employ a consultative approach and to enjoy working with colleagues who are not part of the catering team recognising their role in supporting Guild residents.</p> <p>To have a genuine passion and interest in food with a desire to constantly learn and improve.</p> <p>To employ the highest levels of integrity in all contact with team members, residents, colleagues, management, suppliers and all personnel external to the Guild.</p>

# MARY FEILDING GUILD

## SALARY AND HOURS – WEEKEND CHEF

### Terms & Conditions – information only

Salary:	£13 per hour
Hours of work:	15 hours a week (with half an hour unpaid break)
Days of work:	Saturday and Sunday, 7 am to 3 pm
Holiday:	8 days annual leave + 3.25 bank holidays. Annual leave increase on an incremental basis relating to length of service
Probation:	6 months

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.