



JOB DESCRIPTION

Job Title	Chef Manager
Responsible to	Registered Care Home Manager
Responsible for	Catering Staff
Post Objective	To organise every aspect of the catering operation within the home to provide a safe, nutritious, cost effective quality service to all customers.

SUMMARY OF MAIN RESPONSIBILITIES

1. To prepare meals for all customers in accordance with Quantum Care standards.
2. To organise and undertake cleaning rotas which ensure the catering area and all equipment is kept clean and safe at all times.
3. To plan staff rotas which are appropriate for the kitchen workload and arrange cover for planned absences, using existing and casual staff.
4. To order all provisions required for the Home following Quantum Care guidelines and procedures.
5. To maintain records relating to all aspects of the catering operation which fulfil all legal and company requirements.
6. To ensure regular stock takes occur and that stock is maintained at minimum agreed levels.
7. To communicate with all customers on a regular basis whenever possible.
8. To incorporate the dietary requirements of all residents into the daily menu offered. This must include any religious or ethnic needs.
9. To identify the training needs of catering staff and plan training that will meet these needs.
10. To comply with all legal requirements relating to the catering operation.
11. To ensure all statutory training takes place.
12. To manage the catering budget and produce financial information relating to performance against budget on a monthly basis. Agree any action to be taken in the event of an overspend.
13. To arrange and participate in staff meetings and supervision sessions.
14. To report any equipment which may be dangerous or defective.
15. To attend regular and ad-hoc training sessions or meetings as required.
16. To undertake any other duties, depending on skills and competency, to assist with the efficient running of the Home.

PERSON SPECIFICATION

Job Title Chef Manager
Department Care Homes
Line Manager Home Manager

		ESSENTIAL (E) DESIRABLE (D)
SKILLS/ ABILITIES	<ul style="list-style-type: none"> o Trustworthy and able to deal confidentially with Residents' and business information. o Ability to plan, prepare, cook and serve nutritious well-balanced and varied meals including special dietary needs. o A recognised professional catering qualification. o Good numeracy and literacy skills and the ability to communicate effectively both verbally and in writing. o Good organisational and team leadership skills. o Ability to manage own time and resources. o Ability to forward plan, keep accurate records and maintain stocks. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
KNOWLEDGE	<ul style="list-style-type: none"> o Good knowledge of Health and Safety practices in the workplace o Intermediate Food Hygiene certificate and the desire and ability to develop new skills. o General awareness of Health and Safety legislation and safe food handling and hygiene regulations. o Good computer skills in E mail, Microsoft Word & Excel. o Willing to attend any relevant training. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
EXPERIENCE	<ul style="list-style-type: none"> o Experience of planning menus, food preparation and staff management. o Experience in the use of industrial kitchen equipment o Demonstrable experience of delivering a high standard of food service. o Previous experience of working within budget guidelines. o Previous experience in a similar role and environment. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
PERSONAL	<ul style="list-style-type: none"> o Good interpersonal skills and the capacity to become an integrated member of the care management team. o Show initiative, creativity and understanding in the preparation and serving of food. o Sensitive to the needs of older people o Neat and tidy in appearance 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>