

Friary Meadow: Chef job description

January 2019

JOB DESCRIPTION:

CHEF– FRIARY MEADOW (EXTRA CARE, RETIREMENT VILLAGE).

PLACE OF EMPLOYMENT: Friary Meadow, Titchfield

JOB TITLE: Chef, Friary Meadow

EMPLOYER: Friary Meadow Ltd

REPORTING TO: General Manager, Friary Meadow and to the Duty Manager on duty.

Friary Meadow is a development of luxury retirement properties. On site services include personal care and catering. Apartment owners live independently in private properties but additional services, such as help with washing, dressing, cleaning and laundry are available to help them do so.

The communal areas of the development are intended to encourage apartment owners to socialise but there is no compulsion for them to do so. Appropriate events and entertainment will be organised in these areas in line with the wishes of apartment owners.

Whilst the properties are private dwellings it is intended that the ambiance of the communal spaces should be that of a good quality hotel with hospitality in line with that vision.

A chef at Friary Meadow will be required to prepare foods in the main kitchen or the properties of residents as required – adhering to the highest standards of food safety and delivering meals of quality. It is intended to offer a meal at lunch times every day and other meals as required. The chef will also cater special events as required.

The highest standards of cleanliness are required for health and social reasons and it is important that a chef should always be neat and presentable. It is also important that they help in creating a pleasant atmosphere by being friendly towards and respectful to the residents both in their properties and the common rooms.

Post holders will be expected to work on any day of the week and on public holidays when required to do so.

Core competencies:

As well as the task specific competencies needed to deliver the responsibilities described below we will be seeking a person who is flexible and hard working and aspires to high standards.

Key Responsibilities of the post holder:**General:**

This job description is not an exhaustive list of duties but is intended to give a general indication of the range of work undertaken and will vary in the light of changing demands and priorities. Substantial changes in the range of work undertaken will be carried out in consultation with the postholder.

The postholder must work at all times in accordance with Company policy and tell a supervisor in the event that they observe colleagues failing to do so.

In addition to the duties stated, the post holder will undertake other such duties as may be required by Friary Meadow Ltd and Oak Retirement Ltd

1. Inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices.
2. Ensure proper management of frozen and stored foods to ensure all foods are safe to prepare and consume, including monitoring and recording freezer temperatures.
3. Be aware of and cater for the special dietary requirements of some residents.
4. Prepare meals as required, achieving a good standard of both flavour and preparation:
 - a. Observe and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils and probes.
 - b. Weigh, measure, and mix ingredients according to recipes or personal judgment, using various kitchen utensils and equipment.
 - c. Portion, arrange, and garnish food, and serve food to waiters or patrons.
5. Regulate temperature of ovens, broilers, grills, and roasters.
6. Substitute for or assist other cooks during emergencies or rush periods.
7. In co-operation with the General Manager or Duty Manager, estimate expected food consumption; then requisition or purchase supplies, or procure food from storage.
8. Carve and trim meats such as beef, veal, ham, pork, and lamb for hot or cold service, or for sandwiches.

Equal Opportunities and Respectfulness

Promote and act at all times in accordance with the Company's Equal Opportunities Policy.

Be respectful to the residents both in their company and in their absence.

Confidentiality

The post holder may, in the course of his or her duty, learn or observe things about the residents.

The General Data Protection Regulation (GDPR) which came into force on 25 May 2018 and the Data Protection Act (DPA) 2018 place strict controls over how private information is to be used. Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution or an action for civil damages in addition to any disciplinary action which might include dismissal.

Health and Safety

It is the duty of every employee, under the provisions contained in the Health & Safety at Work Act 1974, to adhere to the employer's Health and Safety policies and to ensure that they:

1. Take reasonable care of themselves and for others at work.
2. Co-operate with the Company, as far as necessary, to enable them carry out their legal duty.
3. Do not to intentionally or recklessly interfere with anything provided (including personal protective equipment) for health and safety reasons or welfare at work.
4. Report any accident or untoward incident, to take appropriate remedial action as appropriate and to report fully to the Manager

A copy of the current Health and Safety Manual will be kept at the development.

Disclosure and Barring Services (DBS) and Adult First Check

The postholder will be subject to a check from the Disclosure & Barring Service. All offers of employment are subject to the completion of satisfactory checks. Such checks will continue to be made throughout the post holder's employment in line with statutory requirements.

Training

The post holder will be required to attend meetings, training courses and follow-up refresher courses as required. If the post holder is asked to carry out duties for which he/she is not trained the post holder must inform the manager / duty manager at once.

Gifts and gratuities

In order to ensure residents are not exploited all staff, including the post holder, are forbidden from receiving gifts and gratuities from residents or from trading with residents. Nor may any member of staff accept legacies from residents. Breaching this rule may lead to dismissal.

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