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JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Chef Supervisor |
| **Reports to** | Catering Team Leader |
| **Band** | Band 3 |
| **Department/Directorate** | Catering / Estates and Facilities |

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| **JOB PURPOSE** |
| Assists in planning and costing of menus and ordering of catering provisions and food.  Prepares and cooks food, including special, ethnic diets.  Ensures food and hygiene standards are met.  To supervise and manage the kitchen team and complete staff rosters ensuring the correct skill mix to provide a cost-effective service  Provides technical advice, guidance, training to catering staff.  Knowledge of full range of work procedures, practices and equipment for a catering service, including advanced food hygiene processes; vocational level 3 qualification or equivalent plus knowledge for special diets acquired through training and experience. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To exercise leadership in suggesting and planning future developments of the retail services whilst ensuring that any changes proposed are feasible and that service quality will be maintained. * To manage all food services in conjunction with the Catering Management ensuring that costs, quality, quantity and timing of the all services are within the agreed standards * To assist in the planning and costing of menus with a view to regularly monitor and up-date restaurant menus with the required outcome of providing an appropriate range of choices for our customers within the agreed budget. * Preparation and cooking of food to standardised menus. * To ensure that the presentation and quality of all food are in accordance with agreed standards in terms of portion size and quality as defined by the Catering Management. * To supervise the provision of meal services on a day-to-day basis ensuring staffing levels is appropriate and that implemented controls and systems are monitored to ensure a service of the highest quality is provided to all * To ensure that all Food Hygiene, Health and Safety and other Statutory Legislation is adhered to at all time and that all stipulated records are maintained to demonstrate compliance. * To promote a healthy and safe working environment whilst constantly monitoring current and future implemented safe working practises. * Check, record and monitor, then act upon temperatures of food items. * To ensure food for despatch is correctly packaged to maintain high standards of delivery and service. * To maintain a clean workstation and contribute to the cleanliness of the whole kitchen. * To contribute to and work within a safe working environment. * To ensure effective communications are maintained between all internal and external departments regarding any menu changes and communicates dietary information when necessary. * To work as a productive and key member of the whole catering team to ensure good relations and an efficient production process. * To be prepared to act in any other role within the Catering Department as required, ensuring the service is provided to the best possible standards. * Informs staff of menu changes; communicate dietary information to patients, clients/ provides training to catering staff. * To liaise with the Estates Department to ensure fabric, plant and equipment within the kitchen area are maintained in a safe manner and in accordance with relevant standards * To ensure cleaning schedules are in place which will facilitate regular daily and scheduled deep cleaning of all equipment and that cleaning records are maintained to show compliance. * To carrying out regular audits with in the main kitchen area and follow up on any issues raised and deal with these as appropriate. * To provide appropriate staffing levels and skill mix in all kitchen areas to ensure a cost-effective service. * To ensure the receipt of all store’s materials (Food & Non-Food Items), are checked against an order and are subsequently dealt with in accordance with stores procedures ensuring:   Quality of all products(i.e. not damaged)Correct amounts    Checking Sell by-Use by dates  Stock is rotated prior to storage |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility: (type of work undertaken)  The Catering Department employs approximately 130 staff who work in a pleasant, modern environment that that not only boasts a modern fitted kitchen but also a bakery and a spacious and inviting restaurant.  A team of chefs prepare and cook to standardised recipes approximately 400 meals per day for staff and visitors. Patients are fed by a cook-freeze system whereby frozen ready meals are bought in and re-heated.  Approximately 120 catering assistants are responsible for serving and delivering these meals working either within the Patient Meals Service, Ward Catering or the Oasis Restaurant.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * PMS Manager |  | | * Retail Manager |  | | * Catering Team Leaders |  | | * Catering Supervisors * Kitchen Staff * Catering Assistants * Store Persons * Dieticians |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * To participate in Trust and Departmental training to meet minimum operational standards * Operates within health, hygiene, food preparation and cooking procedures. * Works within clearly defined procedures using own initiative on routine matters, supervision available |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To ensure effective communications are maintained between all internal and external departments regarding any menu changes and communicates dietary information when necessary. * To work as a productive and key member of the whole catering team to ensure good relations and an efficient production process. * To be prepared to act in any other role within the Catering Department as required, ensuring the service is provided to the best possible standards. * Informs staff of menu changes; communicate dietary information to patients, clients/ provides training to catering staff |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Judgements on efficient use of equipment. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To prepare and cook and despatch all food to the highest possible standard in line with standardised recipes and departmental guidelines. * To plan and cost new menus and order supplies in a daily basis * To ensure that any food waste is managed effectively and kept to a minimum. * To ensure food is correctly prepared and cooked within professional guidelines and within Hygiene and Health and Safety procedures * To maintain a clean workstation and contribute to the cleanliness of the whole kitchen. * To contribute to and work within a safe working environment * Organises daily work plan – prioritising, cooking methods, cooking times, cooking procedures; reorganises menus at short notice. |
| **PATIENT/CLIENT CARE** |
| * Provides food information if requested   .   * Deals with customer, patient queries and to visit patients on wards when necessary. * To respect the privacy and dignity of customers whilst carrying out duties and to engage with them in a friendly and professional manner. * To refer complaints that cannot be dealt with to the supervisor in charge. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To adhere to all health and safety guidelines within the work place using the correct reporting procedures as required. * To wear correct clothing and equipment to adhere to Health & Safety guidelines. * To participate in performance review. * The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection. * Applies operational policy and proposes innovation or service improvement. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Careful use of own equipment * Post holder to ensure food wastage is minimised and menu planning adjusted accordingly * Ensures safe use of equipment by other catering staff; orders food supplies. |
| **INFORMATION RESOURCES** |
| * To observe the Trusts Catering and Food Safety Management System Policies at all times and to adhere to associated standard operating procedures. * Processes own time sheets and work records including food and equipment temperature records. |
| **RESEARCH AND DEVELOPMENT** |
| * Participates in staff surveys as required * To participate in an annual personal appraisal |
| **PHYSICAL SKILLS** |
| * . Skills required for preparation of food to deadlines; uses knife skills in butchery and filleting |
| **PHYSICAL EFFORT** |
| * Lift kitchen equipment and foodstuffs * Requirement to stand for extended periods of time whilst preparing food |
| **MENTAL EFFORT** |
| Some concentration required whilst following standardised recipes to ensure allergen information correct. Concentration required when cooking and using machinery |
| **EMOTIONAL EFFORT** |
| A requirement to work to deadlines to meet service requirements at times |
| **WORKING CONDITIONS** |
| The kitchen environment can be subject to different temperatures at times. It can be a hot, humid and noisy environment. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Provides advice to new starters/ provides technical advice  and guidance to other catering staff  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
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| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Chef Supervisor |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  City and Guilds 702 1and 2, NVQ equivalent  Basic Food Hygiene Certificate  Bakery Qualifications | E  E  D | E  E  D |
| **KNOWLEDGE/SKILLS**  Ability to work unsupervised  Ability to work logically whilst in a busy environment  Understanding the concept of 'quality'  Understanding the importance of hygiene, Health and Safety, C.O.S.H.H  Ability to organise workload  Ability to communicate at all levels | E  E  E  E  E  E | E  E  E  E  E  E |
| **EXPERIENCE**  All round cooking experience, preferably in large organisation  Of working within health & safety guidelines  Experience of public sector, preferably NHS | E  E  D | E  E  E |
| **PERSONAL ATTRIBUTES**    Smart appearance  High standard personal hygiene  Good communication skills  Team worker  Flexible attitude  Good attendance record | E  E  E  E  E  E | E  E  E  E  E  E |
| **OTHER REQUIREMENTS**  To follow departmental regulations  Manual Handling Trained  Ability to undertake rota requirements if necessary, including early mornings & public holidays  Demonstrate a positive commitment to  uphold diversity and equality policies approved by the Trust  Ability to travel to other locations as required |  |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
| Contact with patients | Y/N |  |  |  |  |
| Exposure Prone Procedures | Y/N |  |  |  |  |
| Blood/body fluids | Y/N |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  |  |  |  |
| Animals | Y/N |  |  |  |  |
| Cytotoxic drugs | Y/N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  | X |  |  |
| Heavy manual handling (>10kg) | Y/N |  | X |  |  |
| Driving | Y/N |  |  |  |  |
| Food handling | Y/N |  |  |  | X |
| Night working | Y/N |  |  |  |  |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort | Y/N |  |  |  | X |
| Mental Effort | Y/N |  | X |  |  |
| Emotional Effort | Y/N |  |  |  |  |
| Working in isolation | Y/N |  |  |  |  |
| Challenging behaviour | Y/N |  |  |  |  |