

JOB DESCRIPTION – ASSISTANT CHEF / COOK

JOB TITLE: Assistant Chef / Cook

REPORTING TO: Chef / Cook

JOB PURPOSE: To assist in, and in the absence of the Chef / Cook take responsibility for, organising and controlling the efficient and economic production of quality food within the allowed budget, whilst maintaining high standards of cleanliness and hygiene in line with EHO regulations.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- * City & Guilds 706 - 1 & 2, or equivalent qualification (achieved or working towards)
- * Basic Food / Hygiene Certificate
- * Good communication skills
- * Team player
- * Ability to work on own initiative
- * Satisfactory enhanced CRB Disclosure, Police Check and check against the POVA List (where applicable)

Desired:

- * Previous management / supervisory experience
- * Experience of food preparation for the relevant Client group

MAIN RESPONSIBILITIES

Food Preparation:

1. Prepare, cook and serve hot and cold meals, as and when required.
2. Provide for special dietary requirements where necessary and take into account the preferences of individual Clients.

Communication:

3. Assist in planning / costing menus in order to provide a balanced nutritious diet, making the best use of available fresh foods.
4. Participate in Staff and Client meetings as required.

Budgetary / Financial Control:

5. Maintain accurate records of food supplies, and freezer / fridge temperatures.
6. Ensure stock rotation. Assist in the ordering of stocks and checking of deliveries, and check and value stocks as required by the Home Manager and Chef/Cook.

Training & Development:

7. Supervise and instruct Kitchen Staff Members in the use of all equipment and hygiene procedures, giving help and guidance where appropriate.
8. Maintain and improve professional knowledge and competence.
9. Attend mandatory training days/courses, on or off site, as and when required.

Health & Safety;

10. Ensure statutory Health and Safety standards in the kitchen and dining areas.
11. Ensure all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen area (and, where appropriate, the dining areas) is carried out effectively.
12. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.
13. Understand, and ensure the implementation of, the Care Home's Health and Safety policy, and Emergency and Fire procedures.
14. Report to the Home Manager, or the Handy Person, any faulty appliances, damaged furniture, equipment or any potential hazard.
15. Promote safe working practice in the Care Home.

General:

16. Promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Home at all times.
17. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
18. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
19. Ensure the security of the Care Home is maintained at all times

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- 20. Adhere to all Company policies and procedures within the defined timescales.
- 21. Ensure all equipment is clean and well maintained.
- 22. Carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Flightcare Limited reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing. Please note that you share with Flightcare Limited the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature:

Name: **Date:**