

Job Description

Position:	Head Chef
Reports to:	Home Manager
Responsible for:	Cooks & Catering Assistants
Grade:	C

Overall purpose of the role:

- To create recipes and menus in accordance with resident's dietary requirements and choices, and ensure variety is offered and costs are kept within allocated budgets.
- To supervise, manage and coordinate the staff within the kitchen.

Responsibilities:

- Design recipes and meals for residents taking into consideration their individual choices, meet any special dietary requirements and ensure variety is provided.
- Ensure high quality produce and goods are sourced which is within the budget requirements and stored correctly.
- Ensure all financial paperwork and relevant administration is completed within the required timescales.
- Ensure food is produced to the correct standard and in the correct quantities to avoid waste at times to suit the residents.
- Serve meals as required, ensure quantity is maintained throughout service times, maintaining colour, texture, temperatures and portion control, and that all equipment is available.
- To act in a way compatible with BRUNELCARE Policies and Procedures and ensure Brunelcare Health & Safety procedures are implemented.
- Ensure all staff are aware of Health and Safety procedures and all food hygiene and food safety regulations and COSHH regulations are complied with. This will include regular audits and risk assessments to be carried out as required, and ensuring systematic cleaning takes place.
- Supervise all kitchen staff including casual staff, ensure the allocation of specific duties and work rotas, and ensure all staff are well presented with full uniform and provide an efficient and professional service.
- Undertake basic administration tasks i.e. completing orders for supplies from nominated suppliers, checking delivery notes
- Inform the Home Manager of any breakdown / failure of any of the catering equipment and any accidents or incidents which may occur
- Organisation and supervision of fridges and store rooms
- Work well within the team maintaining effective communication at all times
- Assist all catering staff in their own personal development.
- Assist in other kitchens as may be necessary from time to time.
- Attend meetings and training courses as required.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Knowledge, experience and behaviours:

- NVQ Level Three or City & Guilds in catering or a related subject
- Experience in providing leadership within a catering function

- Foundation Food Hygiene Certificate
- Knowledge of Health & Safety procedures and Working Safely
- Level 2 Nutrition Certificate (Desirable)

Environment:

Brunelcare is an award-winning Bristol-based charity providing high-quality housing, care, and support for older people in the South West, whilst also being recognised for our expertise and excellence in caring for people living with dementia. We are at the forefront of developing ways for people to stay as independent as possible whilst creating great communities to live, work, and thrive in.