

JOB DESCRIPTION - HEAD CHEF

<u>Responsible to:</u>	Registered home manager
<u>Purpose of position:</u>	To prepare, cook and serve nutritionally balanced and attractively presented meals within a controlled hygienic environment and to ensure all purchases are controlled within a specified budget. The Chef will also line manage all staff working in the kitchen area or dining room.
<u>Values:</u>	To promote and adhere to the Greensleeves Care Workplace values of respect, openness and responsibility.

Principal Responsibilities

- Draw up varied menus which incorporate choice, are balanced and which are suitable to special diets, such as low fat, diabetic or those as a result of religious beliefs.
- Ensure that seasonal fresh fruit and vegetables are used whenever possible.
- Cater for special occasions within the home.
- Control stocks and purchases thereby allocating the quantity of materials.
- Keep the purchase of materials within allocated budgets
- Prepare, cook and serve meals. Clear and wash up with the assistance of other staff.
- Ensure that the kitchen hygiene and safety rules are observed by all staff.
- Ensure that all kitchen staff clean the kitchen after use and at the end of each shift leave the kitchen in a clean and hygienic state.
- Ensure that fridge / freezer and food temperatures are tested and recorded daily
- Ensure that all kitchen staff operate within the requirements of current legislation.
- Maintain the kitchen equipment as specified by respective manufacturers
- Supervise and help train junior or inexperienced staff in catering duties.
- Attend discussions/meetings/trainings organized by the home and/or Head Office.



In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____