

JOB DESCRIPTION

Job Title	Relief Chef
Salary	
Responsible to	Support Services Manager
Responsible for	Providing catering cover and support to all Homes

POST OBJECTIVE

Working with the Support Services Manager to provide cover and support to the Homes Catering teams in delivering a safe, nutritious and quality service to all customers

KEY RESPONSIBILITIES

1. To provide a relief chef cover services across all Quantum Care Homes, for any sickness absence, vacancies and holidays
2. To complete ordering of goods and any stock takes as instructed by Chef Manager and/or Assistant Support Services Manager
3. To provide additional support to the Homes kitchens with a view to improving standards
4. To provide additional support and training on specialised diets for catering staff
5. To support in-house training of mandatory subjects within knowledge scope
6. To maintain standards of cleanliness and safety within the Homes kitchens
7. To comply with all legal and company requirements relating to food safety and hygiene
8. To report to the Support Services Manager any company and legal compliance issues
9. To undertake project work as directed by the Support Services Manager. Provide a detailed report for any information requested
10. To attend regular and ad-hoc training, supervision and staff meeting sessions
11. To undertake any other duties, depending on skills and competency, to enable the efficient running of the Homes.

PERSON SPECIFICATION

Job Title: Relief Chef
Department: Support Services
Line Manager: Support Services Manager

		Essential (E) Desirable (D)
Skills/Abilities	<ul style="list-style-type: none"> • Ability to work under pressure and flexible approach to working, including willingness to work some unsociable hours on occasions. • A good level of computer literacy, especially in Excel and email. • Ability to organise personal workload to meet tight deadlines and work well without supervision. • Awareness of the need to respect residents' privacy and individuality. • Ability to deliver training and make presentations to small groups of people. • Ability to motivate, encourage and involve all support service staff. • Ability to communicate effectively, both verbally and in writing, in order to interact with colleagues and internal and external customers. • A positive attitude to residents' rights of privacy, dignity and respect. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Knowledge	<ul style="list-style-type: none"> • C&G 706/01, 706/02 or NVQ equivalent Intermediate Food Hygiene/ Safety certificate. • Willingness to update skills and knowledge. 	<p>E</p> <p>E</p>
Experience	<ul style="list-style-type: none"> • Considerable relevant experience in similar role. 	<p>E</p>
Personal	<ul style="list-style-type: none"> • Good interpersonal skills and the capacity to become an integrated member of the team. • Good verbal and written communication skills. • Sensitive to the needs of older people. • Neat and tidy in appearance. • Ability to travel throughout Hertfordshire, Bedfordshire and Essex to all of Quantum Care's Homes. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>