



JOB DESCRIPTION

Job Title	Deputy Chef Manager
Responsible to	Chef Manager
Responsible for	None
Post Objective	Working as part of a team, you will provide a safe, quality, cost effective catering service to all customers and help create a warm and friendly atmosphere for our residents.

SUMMARY OF MAIN RESPONSIBILITIES

1. To manage the operation of the catering department and team during your shift.
2. To maintain standards of cleanliness and safety within the kitchen.
3. To provide all meals, beverages and snacks in accordance with Quantum Care policies and procedures and within specified budgets.
4. To comply with all legal requirements relating to the production and storage of food.
5. To deputise for the Chef Manager in his/her absence and ensure the catering department continues to operate as defined in Quantum Care's policies and procedures. This includes the ordering of goods.
6. To communicate with all customers on a regular basis.
7. To complete stock takes as required.
8. To incorporate the dietary requirements of all customers into the daily meals offered.
9. To attend regular and ad-hoc training sessions as required, including Chef Manager Meetings.
10. To participate in staff meetings and supervisory sessions.
11. To report any dangerous or defective equipment to the appropriate contractor.
12. To use the computer appropriately for ordering, stock takes and emails, as required.
13. Undertake any other duties, depending on skills and competency, to enable the efficient running of the Home.



PERSON SPECIFICATION

Job Title Deputy Chef Manager
Department Care Homes
Line Manager Chef Manager

		ESSENTIAL (E) DESIRABLE (D)
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Maintain budgets. • Trustworthy and able to deal confidentially with Residents' and business information. • Ability to plan, prepare, cook and serve nutritious well-balanced and varied meals, including special dietary needs. • Basic numeracy and IT skills. • Must be physically fit and able to cope with the demands of the post and attend for work on a regular basis. • Ability to work on own initiative with limited supervision. • Ability to understand verbal and written instructions and to communicate well verbally and in writing with residents and staff. • Ability to keep accurate records and maintain stocks. 	E E E E E E E
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge of Health and Safety practices in the workplace. • Knowledge of food safety and practices. • Need to undertake relevant training and CPD. • Experience of the standards of hygiene used in food preparation. 	E E E E
EXPERIENCE	<ul style="list-style-type: none"> • Experience of food preparation, cooking and service. • Experience in the use of industrial kitchen equipment. • Previous experience of working in a catering environment. • Experience of communicating with people living with dementia. 	E D D D
PERSONAL	<ul style="list-style-type: none"> • Good interpersonal skills and the capacity to become an integrated member of the care team. • Show initiative, creativity and understanding in the preparation and serving of food. • Sensitive to the needs of older people. • Neat and tidy in appearance. • Passion for home produced food. 	E E E E E