JOB DESCRIPTION CHEF/COOK

This job description is designed to give candidates details of the post and to form an integral part of the Contract of Employment for the Post Holder.

Main Purpose: To ensure the provision of an efficient catering operation.

Responsible to: Home Manager

Scope of Job: Responsible for services provided by all catering staff, and all the catering equipment.

Main duties

1. Purchasing fresh foods as required from local suppliers.
2. Ordering frozen foods and dry goods weekly from nominated suppliers.
3. Regularly checking that suppliers' prices are competitive.
4. Accounting for all monies issued and receipts obtained.
5. Preparing menus to be agreed with the Home Manager.
6. Preparing nutritional food to a high standard, taking into account any special dietary requirements.
7. Ensuring staff clear dishes quickly and tidily.
8. Ensuring that the highest standards of hygiene are maintained.
9. Supervise all catering staff.
10. Other duties as necessary to meet the catering needs of the Home.
11. Liaise with care staff to ensure optimum interaction between care and catering service.
12. Visit residents daily to ensure quality of service.

This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to review periodically.