



## **JOB DESCRIPTION**

---

<b>TITLE OF POST:</b>	Relief (Locum) Head Chef
<b>LOCATION:</b>	The Haven
<b>RESPONSIBLE TO:</b>	Service Manager

---

### **PURPOSE OF THE POST**

The main purpose of the job of a Relief Head Chef is to provide cover when the Head Chef is on annual leave or due to sickness. The Relief Head Chef will ensure that the highest possible standard of food preparation and presentation are provided for 26 clients. The food provided must be nutritious and wholesome meals for individuals from a variety of cultural backgrounds within given costs and budget parameters. The Relief Head Chef will be expected when requested to participate in Team Meetings, Residents Meetings and other ad hoc groups as agreed with the management team of the project. The Relief Head Chef is expected to operate at all times within West London Missions Policies and Procedures and the legislative framework pertaining to residential care.

An Enhanced (Criminal Record) DBS disclosure will be required for the Relief Head Chef, as some shifts covered on an ad-hoc basis, will be directly working with vulnerable adults.

### **MAIN TASKS AND RESPONSIBILITIES**

#### **1. PRINCIPAL DUTIES**

- 1.1 Undertake menu planning in consultation with users and Home Manager which demonstrate recommended current nutritional guidelines for those who have got an addiction to alcohol.
- 1.2 Oversee and participate in the preparation and cooking and serving of main meals, snacks, cakes, etc. in accordance with specified menus.
- 1.3 Ensure menus are displayed showing choices.
- 1.4 Determine quantities to be cooked and size of portions to be served, taking into account resident choice.
- 1.5 Ensure individuals on special diets or with specific cultural needs are catered for and that choice is also available.
- 1.6 Maintain records of stock and orders items as required. Ensure that adequate stocks of food are maintained (fresh, frozen and dried).
- 1.7 Check quantity and quality of stock received and notify suppliers of deficiencies.
- 1.8 Ensure that cleaning schedules are completed and recorded.

- 1.9 Ensure HACCP's processes are followed and recorded as required.
- 1.10 In conjunction with the domestic team ensure the washing, cleaning of floors, crockery, utensils, work surfaces and other kitchens equipment are kept to the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
- 1.11 Ensure that the appropriate clothing, including head wear, is worn at all times in accordance with the Trust's guidelines.
- 1.12 Co-operate fully with the statutory inspections and implement recommendation as appropriate.
- 1.13 To understand responsibilities in relation to fire procedures, health and safety, COSHH, infection control, food hygiene and emergency aid.

## **2. FINANCIAL AND ADMINISTRATIVE DUTIES**

- 2.1 Ensure that the food expenditure is kept within budget in consultation with the Finance Officer and Home Manager.
- 2.2 To ensure that all written work both for internal and external use is of a high standard.
- 2.3 Ensure all incidents/accidents are recorded.
- 2.4 To maintain records and electronic systems, including clients' Food Preference form which includes allergen information, in an accurate and up to date fashion.
- 2.5 In conjunction with the home manager devise and implement a self-assessment of the service provided and implement and findings in the quality assurance system.
- 2.6 To notify the relevant workers when stocks and supplies are short, and to order these when required to do so.

## **3. GENERAL REQUIREMENTS**

- 3.1 To attend, monthly Team Meetings, Residents Meetings and other meetings as agreed with the Deputy Manager and/or Project Manager.
- 3.2 To adhere to West London Mission's Health and Safety Policy in all aspects of the work.
- 3.3 To carry out health and safety checks in line with policy and keep records as required.
- 3.4 To monitor the standard of cleanliness of the kitchen and dining area, to ensure that they are consistently high throughout. This includes identifying and reporting repairs and maintenance of equipment are kept to a high standard.
- 3.5 To be supportive of your colleagues during times of crisis.
- 3.6 To deal with resident's complaints and to resolve conflicts sensitively and effectively.
- 3.7 To participate in the selection, recruitment and induction of new staff, as requested.
- 3.8 To join West London Mission in-house and other training, and where possible to become

involved with working parties and/or surveys.

- 3.9 To represent West London Mission and the Project externally at meetings, open days and events, as requested.
- 3.10 To carry out specialist duties as agreed with the Deputy Manager and/or the Project Manager.
- 3.11 To adhere to West London Mission's Equal Opportunities Policy and Health and Safety Policy in all aspects of the work.
- 3.12 To adhere to West London Mission's Code of Conduct.
- 3.13 To attend and contribute to regular supervision with the Deputy Manager and/or Project Manager.
- 3.14 To attend and contribute to an annual appraisal.
- 3.15 To undertake such other duties, consistent with the general tenor of this job description as may be reasonably required.

# PERSON SPECIFICATION

**POST:** RELIEF HEAD CHEF

**LOCATION:** THE HAVEN

We want a RELIEF HEAD CHEF who can demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having direct previous experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

<b>Client focus</b>	<b>Team Work</b>
<b>Organisation and planning</b>	<b>Administration and IT</b>
<b>Proactivity and initiative</b>	<b>Reasoning and problem-solving</b>
<b>Communication</b>	<b>Work with external agencies</b>

Although we are keeping direct experience /knowledge requirements to a minimum, we do need you to use the Job Application form to demonstrate your capacities in relation to each of the criteria listed in Section 1 & 2 below (addressing each point in order).

## ESSENTIAL REQUIREMENTS

### 1. Experience

- 1.1 Experience of working with vulnerable or disadvantaged people, in a relevant context.
- 1.2 Training in Health and Safety with reference to Catering provision including Health & Hygiene Certificate
- 1.3 Experience of taking responsibility for your own workload and of undertaking a range of administrative and financial tasks to a high standard.
- 1.4 Proven competency in catering office skills including in particular:
  - a) Menu planning
  - b) Invoicing
  - c) Efficient ordering and record keeping
  - d) Stock control
  - e) Maintenance of checks of suppliers pricing
  - f) Working within a budget
- 1.5 Experience of working in a multi-racial, multi-cultural environment and proven experience of anti-discriminatory and promoting diversity practice.

### 2. Skills, Knowledge and Abilities

- 2.1 Knowledge and understanding of the housing and support needs of homeless and disadvantaged people and the ability to translate knowledge into good practice.
- 2.2 The ability to supervise and motivate staff effectively and to promote good team work.
- 2.3 The ability to communicate effectively, both orally and in writing, proven administrative skills and the ability to set up and monitor Quality Assurance Systems systems.
- 2.4 Ability to prepare and cook meals for individuals with special requirements
- 2.5 Ability to supervise Weekend Chef, providing them with one-to-one support and completing their appraisals in line with policy and procedures.
- 2.6 Ability to work within a team.
- 2.7 Liaise with the Residential Home Manager when planning & costing menus
- 2.8 Build and maintain excellent working relationships with internal and external contacts
- 2.9 Ability to provide a balanced and varied diet and cater for dietary needs while promoting and catering for resident's choice within a budget.

- 2.10 Maintain accurate records of food supplies, and freezer/fridge temperatures
- 2.11 Ability to use various catering equipment throughout the whole cooking process, in line with manufacturing guidelines.
- 2.11 Knowledge of health and safety, fire safety and HACCAP and the ability to develop and monitor good practice.
- 2.12 An understanding of and commitment to Diversity & Equality as it applies to a supportive service and in the workplace

## **2 Additional Requirements**

- 2.1.1 The ability to work flexibly which may include unsociable hours.
- 2.1.2 Demonstrate a commitment to a non-judgmental approach to work.
- 2.1.3 Ability to attend meetings and training events outside work hours.
- 2.1.4 Willingness to work flexibility in response to changing organisational requirements.
- 2.1.5 commitment to WLM's values and understanding of its Christian ethos'