**JOB DESCRIPTION**

**JOB TITLE** Chef

**GRADE / BAND** AfC Band 3

**LOCATION** Across all Trust Hospital sites

**RESPONSIBLE** **TO** Catering Manager

**ACCOUNTABLE** **TO** Associate Director of Infrastructure: Facilities

**JOB** **PURPOSE**

To carry out the preparation and cooking of meals for patients, staff and visitors ensuring that high standards and quality and safety are maintained at all times. Working in accordance with departmental procedures and food safety legislation.

The chef will have a commitment to the highest standards and take full responsibility for ensuring safe food hygiene and health & safety practices are observed at all times.

1. **Professional**

* Maintain a professional appearance in line with the Trust’s dress code.
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the role, maintaining public confidence.
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person the post holder comes into contact with during the course of their business.
* Always uphold the privacy and dignity of the client group and respect equality.

**2. Key Responsibilities**

* Preparation and cooking of all meals and menu items including special diets in accordance with the standard recipes and agreed menus.
* Ensure that all dishes are properly cooked and attractively presented, advise and assist with service as required.
* Undertake food preparation and service in the restaurant areas to include order service, special dishes on theme days and for any other special event as required.
* Practice good levels of stock rotation and correct storage of all the perishable items ensuring that all refrigerated and frozen items are stored at the correct temperatures and are dated.
* Handling of food products in accordance with food hygiene legislation and the Trust Food Safety Policy (HACCP).
* Complete quality assurance and departmental food safety/HACCP monitoring or recording as required.
* Work at all times in a clean and tidy manner ensuring strict adherence to food hygiene and safety regulations.
* Cooking of foods to the highest standards. Working to the strict hygiene requirements as laid down or required.
* Ensuring the highest standards of personal and working hygiene practices.
* Ensure the correct and economical use of materials and equipment is carried out. Report to the manager any item of foodstuff considered by the post holder to be unsuitable for use.
* Deliver and receive routine information informing colleagues and service users of dietary information, informing catering staff of allergens relevant to the daily menu during daily staff briefings.
* Observe statutory and the Trust’s food hygiene regulations.
* Take and record food temperatures and seeking further instruction where these are outside appropriate temperature limits.
* To be involved in the cleaning of all kitchen areas following the appropriate cleaning schedules and signing of said documentation and the washing of cooking utensils.
* Appropriate disposal of waste in accordance with instruction.
* Check stock deliveries to the kitchen and put the deliveries away in the correct fridges, freezers and storerooms. Complete the appropriate documentation.
* Ensure stock is dated and stock rotation procedures are observed ensuring that all refrigerated and frozen items are stored at the correct temperatures and are date stamped and that they are within their use by date.
* To provide technical advice, guidance and training to other catering colleagues.
* To assist in patient services and the restaurant as and when required.
* Comply with health and safety regulations and allergy awareness.
* Observe the quality control procedure within the catering department.
* Ensure that personal appearance, conduct and customer care are of the highest standard.

**3. Resources and Finance**

* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of their business, ensuring minimal waste and minimal cost.

**4. Organisational Responsibilities**

* At all times maintain the confidentiality of the Trust in respect of patient and staff information obtained and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
* Chefs are responsible for the daily menu and the associated protocol around cooking processes at short notice within the chefs remit they will be able to reorganise daily menus and inform staff of changes.
* All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:
* Have an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
* Attending all mandatory safeguarding training in accordance with their role
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns.

**5. Personal Responsibilities**

* The post holder is responsible for taking reasonable care regarding themselves as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients, or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

**6. Area of work**

* The post holder may be required to work in other areas of the catering departments within the Trust at short notice to cover unplanned or planned sickness or to cover annual leave.
* Ensure all food preparation and timelines/deadlines are within the framework of all our services this being breakfast, lunch and afternoon mealtimes. Chefs will utilise their skills and training enabling them to work safely with knives and dangerous equipment.
* Chefs will be able to show knowledge and provide information confidently to customers on any allergen queries raised by a customer to the patient catering service regarding patient feeding.
* Chefs will implement a quarterly menu to improve customer satisfaction and will actively look to progress the service and innovation of the department.
* Chefs will be able to work consistently in conditions where relevant temperatures are inclusive of adverse hot and humid conditions.

**7. Staff Development, Training and Education**

* The chef must be able to carry out the full range of work practices and procedures working within the boundaries of the Food Service Manual System (FSMS).
* Training on the use of all catering equipment will be provided and evidenced on the appropriate signing sheet to confirm training has been completed.
* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date and to undertake training events at any site across the Trust.
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan.
* If the post holder feels they are not achieving their objectives as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity.
* Chefs will train all new staff members on the use of all equipment and retrain where necessary.
* We encourage our chefs to complete our yearly staff survey.

**8. Health and Safety**

* At all times work in accordance with Health and Safety regulations.
* All chefs must be diligent with the safe and effective use of all catering equipment.
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety policy.
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practise safer.
* Assist when required to do so in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which they come in to contact with.  All staff are expected to respect the requirements of the Data Protection legislation as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopts a “bare below the elbow policy”. The Trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g., the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to themselves as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

**Continuing Professional Development**

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**Smoke Free Policy**

Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

* Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations
* In the grounds and car parks of premises of Mid Yorkshire Teaching NHS Trust
* In the entrances of any Mid Yorkshire Teaching NHS Trust buildings
* In the immediate areas outside Mid Yorkshire Teaching NHS Trust
* In vehicles owned or leased by Mid Yorkshire Teaching NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service.

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing and the work of WYAAT and each individual trust supports that ambition.

**THE MID YORKSHIRE TEACHING NHS TRUST**

**Person Specification**

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| **POST TITLE: POST REF NO. LOCATION:** | | | |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * Level Two Food Hygiene Certificate (IEHO).   Catering 706 1&2 or equivalent. | * Intermediate Food Hygiene. * COSHH * Fire Safety * Lifting & Handling   Allergen regulations | Application form  Interview |
| **Experience** | * Strong Leadership skills with a proven track record and experience in similar role. * The hygienic handling of food products in accordance with food hygiene legislation. * Taking and recording of temperatures. * Supervising other team members. * Stock Control. * Stock Rotation. * Stock Taking. * Food Safety.   Menu planning. | * Production of food to the highest standards. * Following standard recipes to ensure standardization of final dishes also to ensure the correct and economical use of resources. * Inspire, motivate & train the team to achieve food to specification and therefore achieve sales and profit. | Application form  Interview  References |
| **Knowledge and Awareness** | * An awareness of hygiene including personal hygiene. * Awareness of health and safety. |  | Application form  Interview  References |
| **Skills and Abilities** | * Awareness of the standards required. * Good food preparation skills. * Good communication skills. * Time management skills. * Able to work under pressure.   The ability to support others. |  | Application form  Interview |
| **Personal Attributes** | * Able to follow written instructions. * Professional qualification. * Experience in a busy catering environment. | * Able to work with no supervision. | Application form  Interview |
| **Other** | Satisfy Occupational Health Screening |  | Occupational Health  Interview  References |