



|                           |  |
|---------------------------|--|
| <b>POST:</b>              | <b>Sous Chef</b>   |
| <b>RESPONSIBLE TO:</b>    | Joint Chef Manager   |
| <b>ACCOUNTABLE TO:</b>    | Head of Support Services   |
| <b>KEY RELATIONSHIPS:</b> | Joint Chef Manager, Kitchen team, Residents, Clinical Managers/Senior Registered Nurses, Health Care Supervisors, Social and Recreation Supervisor and Speech and Language Therapist |

### **Introduction**

The competencies listed below are those that the jobholder is expected to demonstrate immediately on taking up the post. They constitute the minimum standards of performance. They are not intended to be exhaustive and the jobholder will be expected to constantly enhance and add to their competence. The jobholder's progress will be monitored and assessed against these competencies, and any further outcomes derived from key targets and performance indicators.

### **Job purpose**

The Sous Chefs are expected to work in close partnership with each other, the kitchen team and professional colleagues to provide nutritious, high quality meals for residents and staff within agreed costs. The Sous Chefs support the Joint Chef Managers in ensuring the smooth running of the kitchen service and ensure adherence to food safety and health and safety legislation. Training, development and empowerment of the kitchen assistants an essential element of this position.

### **Duties-In tandem with both Sous Chefs**

1. Ensure that the kitchen is managed in accordance with relevant legislation-this includes the devising of cleaning schedules and adhering to HACCP principles laid out in the Food Regulations of 1995
2. Attend all appropriate mandatory training sessions, as well as ensuring all members of the kitchen team remain up-to-date
3. Assist in devising and managing rotas for the kitchen team so that services are delivered effectively
4. Assist in the recruitment process (advertisements, interviewing, induction and training) working closely with the Joint Chef Manager and the HR department.

5. Attend weekly meetings with the Joint Chef Manager and cascade information to the kitchen team.
6. Assist in planning well balanced menus, liaising with SALT and Clinical Managers, taking into consideration the specific needs of all the residents i.e. swallowing difficulties and allergies. These menus are to be reviewed every three months. Input from Residents is also required via Residents' Meetings.
7. Work in partnership with the Joint Chef Manager to identify improvements to kitchen routines, rotas, resources, methods of working and processes and deliver overall improvements to service delivery and the home.
8. Organise the preparation and cooking within the kitchen, delegating tasks appropriately.
9. Create development plans for team's development
10. Maintain relationships with suppliers and source new/alternative suppliers – to establish cost savings and/or improvements in quality and supply
11. Ensure that all meals are ready to be served on time, well presented and at the correct legislative temperatures.
12. Any plan/use of agency staff to be discussed and approved by a member of the Head of Support Services
13. Ensure that packed meals are provided for residents going on outings.
14. Provide meals for "Special Occasions" when requested by senior management.
15. Report any repairs and any hazardous situations or occurrences to the relevant contact (i.e. Maintenance, Senior Management Team)
16. Participate in the monthly residents meeting.
17. Carry out any other duties commensurate with the role.
18. Carry out Supervision, IPRs and Probation reviews when required

### **Personal specification**

- Level 2 NVQ in Food Preparation or equivalent. Aspiring to Level 3 while in post
- Intermediate Food Hygiene
- Inherent training skills to be able to train Basic Food Hygiene to kitchen and dining room teams
- Ability to communicate with a wide variety of stakeholders including residents, relatives, ward staff and Support Services colleagues.
- Ability to generate a team spirit through, communication, empowerment delegation and recognising team efforts
- Empathetic towards the needs of others; promotes a positive approach to the care of people with a neuro/physical-disability

- Professional – must remain calm under pressure; preserve resident and Hospital Home confidentiality; display a positive view of individuals' unique needs and abilities.
- Proactive – able to predict the needs of residents and colleagues and respond effectively to these
- Resilient – able to cope well with set routines
- Reliable – must show high levels of personal commitment to the role, to residents, and to team members
- Accountable – must display awareness for own actions and accountability for them
- Procedural – must display knowledge and commitment to Hospital Home policies and procedures
- Flexible – responds positively to the operational needs of the Hospital Home by working additional hours as and when required and undertaking other appropriate tasks in order to assist with the smooth running of the kitchen.

### **Organisational competencies**

The following organisational competencies are applicable to all employees working at Care for Veterans.

#### **1 Budget Management and Resource Control**

- \* Use available resources appropriately
- \* Identify and reporting shortages
- \* Suggest measures which would make more effective, efficient and economical use of resources

#### **2 Developing teams, individuals and self**

- \* Identify individual learning needs and undertake required development plan
- \* Actively participate in the appraisal (IPR) process

#### **3 Planning, Allocating and Evaluating work**

- \* Undertake agreed activities in line with departmental objectives
- \* Contribute to the review process by providing feedback on work activities

#### **4 Recruitment and Selection**

- \* Manage the recruitment process from advertising through to Induction along with HR

## **5 Managing Change**

- \* Remain open and receptive to change
- \* Work with others to implement change
- \* Take part in the evaluation of change

## **6 Data Protection**

Adhere to legislative requirements by ensuring the compliance of oneself and others

## **7 Health and Safety**

Adhere with legislative requirements by ensuring the compliance of self and others

## **8 Disability Awareness**

- \* Acknowledge and value the contributions of all patients
- \* Display an understanding of the needs of individuals with a disability
- \* Respect the privacy and dignity of all residents at all times

## **9 Communication**

- \* Ensure that all written documentation is legible and accurate
- \* Ensure that verbal explanations are clear and accurate
- \* Ensure that you present in a friendly and helpful manner in all communications and interactions
- \* Actively participate in the team briefing process
- \* Minimise jargon and abbreviations
- \* Actively listen to others views before expressing own views
- \* Share relevant information with appropriate colleagues

## **10 Organisational Awareness**

Demonstrate motivation, commitment and critical awareness of their role, and that of their team members by:

- \* Promoting good practice to achieve the aims and objectives of the organisation
- \* Being positive about the organisation and its vision
- \* Attending all mandatory training as stipulated by the organisation
- \* Being aware of and adhering to all organisational policies and procedures

## **11 Personal Awareness**

- \* Demonstrate appropriate behaviour in stressful and difficult

situations

- \* Display an awareness of your own capabilities and areas for improvement
- \* Initiate and participating in the change management processes

**12 Teamwork**

- \* Recognise and value individual team members
- \* Display sensitivity to others' feelings and needs
- \* Acknowledge and uphold equal opportunities for all team members

This job description and person specification represents an outline of the major components of the job and is not intended to be exhaustive. It may with consultation be subject to additions and amendments from time to time as the need arises and therefore, in addition to the duties and responsibilities listed, the job holder is required to perform such other duties as might be reasonably required.

I have read, understood and accepted the duties and responsibilities outlined in the above.

Signed:\_\_\_\_\_

Print name:\_\_\_\_\_

Date:\_\_\_\_\_