

JOB OUTLINE

**TITLE**: Chef

**GRADE:** II

**REPORTING TO**: The Catering Officer

**RESPONSIBLE TO:** The Catering Manager

**ROLE SUMMARY**: To assist with the preparation and service of meals to the Hospital at the required time in accordance with the hospital and statutory standards.

**HOURS OF WORK:** This is a 39-hour week, with a five over seven-day spread.

**KEY RESPONSIBILITIES & ACCOUNTABILITIES:**

1. Preparation and cooking of food.
2. Implementing costs control measures aiming to achieve maximum utilisation of resources
3. Stocktaking at regular intervals and checking the quality and quantity of goods received as per specification
4. Requisitioning of foodstuffs and materials
5. Proper maintenance of records , including the labelling and storage of food
6. To adhere to specification, standards and procedures as outlined in the Catering Departments HACCCP manual including Health & Safety Procedures.
7. Ensure high standards of hygiene are maintained regarding delivery, storage, food production and service.
8. Comply with the catering department’s uniform policy and maintain the highest standard of personal hygiene at all times.
9. To report mechanical defects and needs for repairs
10. To take all necessary steps to ensure the maximum security of your area of assignment and all equipment and supplies therein
11. To report to management immediately any accidents ,fire, stock loss, damage,unfit food and take action as may be appropriate
12. To assist with special functions as required
13. Contribute to the ongoing development of food production management e.g. menu planning
14. Checking for meals at all service points throughout the Hospital site for quality, quantity, and presentation
15. To undertake training courses when required
16. The Catering Manager or his/her deputy may allocate any other duties relevant to the post as required.

**Note: These responsibilities and accountabilities are a guide only and are subject to review and amendment to meet the changing needs of the Hospital.**