



CLAYESMORE

D O R S E T

Job Title	Chef
Responsible to	Head Chef

Role Overview

The primary purpose of this position is to assist in the production of all food for the catering service whilst complying with legislation and maintaining excellent standards of hygiene, quality and presentation.

Responsibilities and Duties

Food Production

- To assist with all food production as per the menu
- To assist in ensuring that all food is supplied promptly and efficiently to the points of service, to the required standard, and correctly garnished
- To assist in providing any special requirements in addition to the menu items, as directed by the Head Chef within agreed timescales
- To ensure food temperature records are recorded for every stage of service. To ensure that all cooking, cooling and reheating records are recorded

Hygiene, Health & Safety

- To comply with legislation and follow rules and regulations with regard to uniform, personal hygiene, health and safety
- To carry out correct procedures with regard to food hygiene
- To carry out cleaning duties in accordance with the cleaning schedule provided
- To report to the Head Chef all accidents and any hygiene, health & safety hazards to ensure the safety of all staff and service users

Client and customer relations

- To satisfy the needs of your customers by providing an efficient and helpful service at all times
- To report to the Head Chef customer comments or complaints
- To maintain a professional image by being polite, helpful and courteous at all times

Person Specification

Essential

- Embody the values of Clayesmore
- NVQ Levels 1 and 2 in professional cookery (or equivalent)
- Basic food hygiene foundation certificate
- Experience of food production
- Familiarity with current health & safety regulations
- Sound teamwork ethic
- Good communication skills
- Ability to work under pressure
- Flexible approach to working hours

Desirable

- HACCP certification
- NVQ Level 3 in professional cookery (or equivalent)
- Intermediate Food Hygiene
- Restaurant/service experience

Contractual Information

- 36 weeks per year contract
- 35 paid hours per week to be worked on a shift pattern over 7 days
- You will receive an additional payment each year in lieu of annual leave
- Benefits include a free lunch-time meal, free membership of the Clayesmore Sports Centre, death in service benefits and a non-contributory pension scheme
- Membership of the Clayesmore Society and associated member benefits.

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(Job Holder)

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(Human Resources Manager)

Date:

Date:

Date prepared : **November 2018**

Prepared by : **Catering Manager / Human Resources Manager**