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**Policy Document No: Per 1.1.1**

## 2<sup>nd</sup> Chef/Sous Chef Job Description

**Job Title:** 2<sup>nd</sup> CHEF/SOUS CHEF

**Establishment:**

**Responsible to:** Chef Manager

**Brief description of job:**

This post requires an organised individual to implement delivery of daily meals, including 'hands on' catering input, to ensure customer expectations, food, hygiene and quality standards are met in support of the Chef Manager. The 2<sup>nd</sup> Chef will be expected to deputise in the Manager's absence.

**KEY RESULT AREAS:**

Managing Service Delivery

- 1 Delegate as necessary for the Chef Manager, all kitchen staff and resources in a manner that delivers an efficient and effective Catering Service.
- 2 Provide a comprehensive catering service for all residents, employees, guests, visitors and families.
- 3 To expertly prepare safe, appealing and nutritious meals in accordance with meal plans.
- 4 To promote and facilitate the normal development of the residents, their equality, diversity and rights at all times in accordance with statutory requirements and Hesley Group Policy and Procedures.
- 3 To evaluate risk of, and protect the residents from, threats to their health, welfare and normal development, both from inside and outside the Establishment and to follow strictly the Hesley Group Child/Adult Safeguarding Policy and Procedures.
- 4 Assist in ensuring quality customer outcomes, led by choice, preference and needs of the individual.
- 5 Compliance to HACCP and COSHH systems, documenting accordingly.
- 7 Assist in the continual review of meal provision systems to ensure all needs are met and exceeded where possible, utilising innovative means of Service delivery.
- 10 Ensuring health and safety regulations are strictly observed at all times, in consultation with the Group's Health and Safety Officer and in line with the Group's Health and Safety policy and procedures.
- 11 Oversee and maintain stock levels and ordering of new supplies, liaising with suppliers as required.
- 12 Assist in the continuous monitoring of quality standards across the Catering Service.
- 13 To ensure general personal development.

Managing People

- 14 To assist the Chef Manager in the management of the catering staff.

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### **Health & Safety**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk.

To remain vigilant and do everything possible to protect students/residents, and others, from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

**This organisation is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

Prepared by Human Resources Department: ..... Date: 01/04/10

Jobholder: ..... Signed: ..... Date: .....

Manager: ..... Signed: ..... Date: .....