



Head Cook

Phase One

sussex Job Description

Ref: 137

Job Summary

To plan, order, prepare, cook and serve food for the clients of Phase One Project, in order to provide a balanced, varied and nutritional diet, including special dietary needs for example halal, gluten free, vegan.

The Head Cook will have responsibility for the day to day running of the Project Kitchen ensuring that the highest food hygiene standards are maintained. This post requires the post holder to be able to operate kitchen equipment and involves lifting and moving heavy items such as catering pots and pans, and deliveries.

Responsible To:

- a) Operational Manager
- b) and through line management to the Trust's Board of Management

Responsible For:

- a) Kitchen porter

Significant Working Relationships:'

- a) Phase One project clients
- b) BHT Sussex staff/colleagues
- c) Produce suppliers
- d) Inspectors

Duties / Responsibilities:

1. To cook a daily two course meal for project clients, making sure taste and quality are of a very good standard and portions are satisfying, and nutritional needs are met.
2. To ensure that the catering service offered to the Project clients is of the highest professional standard at all times.
3. To ensure meals meet varying dietary needs of clients, e.g. vegan, vegetarian, religious beliefs, allergies meeting nutritional needs.
4. To work with the management team and clients in planning menus on a rotating basis, ensuring that varied and healthy meals are provided daily, within budgetary constraints.
5. To order and record food from suppliers, checking stocks against rotating menus. To make sure purchases stay within budget. This is with the Administrator and Management Team.

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6. To ensure that there are adequate stocks of food.
7. To serve food to project clients, observing firm boundaries within a customer-focused approach.
8. To monitor the work of the Kitchen Porter to ensure that the kitchen is maintained to meet health & safety and food hygiene standards and reporting.
9. To monitor the rota to make sure that the Kitchen Porter's shifts are covered, booking cover when necessary, via agencies and checking in with a manager first.
10. To review, revise and implement the projects food and hygiene management systems on an ongoing basis.
11. To liaise with management to highlight any purchasing requirements. Purchasing with value for money and budgetary control being adhered to.
12. To ensure Saved Meals are provided, as well as setting aside leftover meals as Spares.

General

13. To deal sensitively with any issues arising with project clients and to promptly report and issues to project staff.
14. Participating in team and other meetings where appropriate.
15. Actively participate in supervision and undertake appropriate training.
16. Develop and implement the Trust's equal opportunities policy and carry out duties with due regard to the policy.
17. Responsibility for the implementation of compliance with health & safety procedures including the kitchen at all times meets the Better Food Safer Business food management system, to review this system regularly and upgrade the system where necessary.
18. To undertake other such duties appropriate to the grade and character of the work as may reasonably be required.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.