



## Job Description

**Job Title:** Chef/Cook  
**Accountable to:** Head Chef/Cook  
**Location:** Belong

### JOB PURPOSE

Supporting the delivery of a high quality catering service to residents within their households and to customers using the village function suites including the day to day operation of a continental style Bistro the post holder will ensure that food and beverages are prepared, cooked, served and delivered in accordance with customer requirements and service delivery standards.

### KEY OBJECTIVES

- To assist the head chef in managing all aspects of the catering services to ensure these are delivered effectively and efficiently in line with budget.
- To ensure that the provision of catering services meets national and organisational standards and are delivered in a style and manner that upholds the core values of Belong.
- To provide direct supervision, support and on the job coaching to catering / bistro assistants
- To deputise in the absence of the head Chef in their absence.

### SUPPORTING OBJECTIVES

#### Service Delivery & Administration

- Undertake the preparation, cooking and serving of food within the catering operation including catering for parties, buffets and other special functions as authorised by the management team.
- Provide meals which take into account individual dietary needs and preferences.
- Maintain stock control procedures and in the absence of the Head Chef, order supplies, checking quality and quantity of stock received.
- Ensure food is safely and appropriately stored and carry out and record fridge/freezer temperature monitoring checks in accordance with policy and procedures.
- Implement cleaning schedules for the main kitchen and bistro area to ensure cleanliness of these areas and the equipment, surfaces and utensils within them is of a high standard and that cleaning materials used comply with COSHH Regulations and that records of cleaning are maintained for inspection.
- Ensure that procedures for the safe delivery storage, preparation, serving and disposal of food are adhered to and that any health and safety risks are reported immediately to the appropriate team member.
- Ensure that any defects with machinery and equipment are reported immediately to a member of the management team and that appropriate action is taken to safeguard the health and safety of other users.
- Ensure that accidents within the kitchen or bistro area are appropriately responded to and reported.
- Control of hygiene within the kitchen ensuring that the kitchen area conforms with Environmental Health and Health & Safety regulations and in accordance with Belong policies and procedures.
- Respond to and resolve residents' complaints in liaison with the Head Chef /Catering & Hospitality Manager.
- Support residents and their companions with responses to requests for catering services.
- Ensure the health, safety, comfort and wellbeing of customers by responding to emergencies as appropriate and/or reporting any concerns to an appropriate member of the team,

### **Team Leadership & Participation**

- Develop positive working relationships with customers, team members and outside agencies.
- Participate and contribute positively to team meetings and performance development reviews.
- Assist the Head Chef to maintain coverage for team member's absence by working flexibly as part of the team.
- Ensure that the village is a safe place to live, work and visit by promoting health & safety procedures.
- Deputise for the Head Chef in their absence as instructed by the Catering & Hospitality Manager.
- Supervise and support the development the bistro/catering assistants and provide mentoring support to newly appointed cooks during their induction and probationary period.
- Undertake any other reasonable tasks within the function of the catering service as directed by Head Chef/Hospitality & Catering Manager.

### **Learning & Development**

- Undertake learning and development activities that have a legal and/or an organisational requirement that contribute to the development of the service and seek to enhance the customer experience.
- Maintain a portfolio of evidence of ones own learning and development. as part of an ongoing personal development plan