

Job Description

Post Title: Assistant Chef

Evaluation:

Grade: N3

Responsible to: Development Chef or Chef

Responsible for: Catering staff as allocated

Job Purpose: Assist in the provision of a high quality catering through the organisation, preparation and serving of meals. To contribute to service development in conjunction with Operations Managers, Development Chefs and Chefs.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To assist organising and supervision of staff and resources on a day to day basis to ensure the preparation and serving of the designated daily menu is in accordance with appropriate standards and procedures.
- 2 To assist in the preparation and ensure the cooking of food is in accordance with specified standards and requirements, including the provision of special dietary meals where appropriate.
- 3 To ensure appropriate portion control and standards of food servicing are maintained and that food is prepared for delivery to catering outlets.
- 4 To assist in the maintenance of high standards of cleanliness and hygiene in the kitchen, strict adherence to the provisions of Food Hygiene Regulations and maintaining all associated records; in accordance with the Council's policies and procedures.
- 5 To assist in working with the client to create menus to meet their requirements and adhere to national food standards.
- 6 To assist with the development of the service to meet the preferences and demands of the customers.
- 7 To assist in the ordering of food, effective stock control, and the maintenance of accurate stock records, together with the completion of all aspects of daily administration.
- 8 To assist with the preparation of food for occasional client functions where catering is required.
- 9 Flexible working is required, following a 2-week working pattern including weekends and public holidays.

- 10 To promote and implement the Council's Equality Policies in all aspects of employment and service delivery.
- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

