

Northumberland County Council

JOB DESCRIPTION

Post Title:	Chef	Director/Service/Sector: People & Place		Office Use
Band:	4	Workplace: Kyloe House		JE ref: 2178
Responsible to: Residential Admin Manager		Date:	Lead & Man Induction:	
Job Purpose: To provide either individually or as part of a team, to provision of catering services to young people and staff in Kyloe House				
Resources	Staff	1 FTE Cook 2 P/T Kitchen Assistants		
	Finance	To monitor the catering budget		
	Physical	Shared responsibility for the careful use of equipment		
	Clients	None		
Duties and key result areas: Individually or as part of a team,				
<ol style="list-style-type: none"> 1. Preparation and service of food and beverages in accordance with planned menus. 2. To lead and direct the work of the team to ensure standards are met 3. To ensure that the medical, cultural, religious and ethnic dietary needs of the young people are adequately met. 4. Planning well balanced menus to maintain healthy eating and adapting menus to accommodate special dietary requirements as necessary. 5. Packing meals for transport to other locations where appropriate. 6. Transporting meals between kitchen and servery or dining area as necessary. 7. Washing up, setting up and clearing away equipment and tables. 8. Cleaning the kitchen, its surrounds and equipment. 9. Responsible for maintaining a clean and safe environment in accordance with food safety legislation 10. Responsible for stocktaking and daily standards monitoring tasks as directed. 11. Responsible for the receipt and safe storage of goods. 12. Comply with Hygiene, Health and Safety legislation, financial regulations and County Council policy and procedures at all times. 13. Attending training events as and when required. 14. Other duties appropriate to the nature, level and grade of the post. 				
Work Arrangements				
Physical requirements:	Regular need to lift and carry items of moderate weight.			
Transport requirements:	None.			
Working patterns:	To work shift patterns which include weekend working			
Working conditions:	A commercial kitchen			

Northumberland County Council

PERSON SPECIFICATION

Post Title: Chef	Director/Service/Sector: People & Place	Ref: 2178
Essential	Desirable	Assess by
Qualifications and Knowledge		
Advanced Food Safety Certificate NVQ Level 2 – Food Preparation and Cooking, C&G 706/1&2 or equivalent. Knowledge of the range of tasks together with the operation of associated tools and equipment.	Knowledge of Health & Safety legislation relating to a catering environment.	
Experience		
Relevant experience in a catering environment to include food preparation and cooking.		
Skills and competencies		
Literacy skills sufficient to read text and write straightforward sentences. Numeracy skills sufficient to undertake straightforward arithmetic functions. Physical skills related to the work. Customer care skills.		
Physical, mental and emotional demands		
Ability to organise self and to work without supervision. Ability to work in a commercial kitchen environment. Regular need to lift and carry items of moderate weight.		
Motivation		
A commitment to providing a quality service to customers. A commitment to undertake job related training.	A commitment to continuous personal development	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits