# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Intermediate Care Service Chef

# Department: Adult Social Care and Health

# Grade: [Single Status 5](https://www.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# Responsible to:

# Responsible for: Supervision of kitchen staff

# Purpose of the Role:

**Milton Grange**

Milton Grange is a 37 bedded intermediate care setting with an adjoining 40 place day service for older people. The bedded service supports safe discharge from hospital for those that need temporary support with medical and physical needs.

The day service provides a service Monday – Saturday for those with mental health and physical support requirements. The responsibility of the intermediate care chef is to provide line management to a team of Kitchen assistants, Create & deliver nutritious, balanced and appetising menus, manage and order stock, oversee and implement rigorous health & safety measures.

Daily the intermediate care chef will work alongside Two kitchen assistances preparing and cooking meals for 80 + clients some of which have varying dietary requirements. They will also be responsible for the allocating the teams duties, annual leave, rotas and training.

**Greenwood**

Greenwood is a countywide respite service for adults with Learning Disabilities in Bexhill, which was refurbished to a high standard offering a hotel style service. The service provides a fun holiday experience during guests respite stays and opportunities to meet new friends.

In this role you will be required to plan menus,  you will be a skilled and passionate Chef supporting our team ensuring the efficient and effective running of the kitchen delivering the best food experience for our guests.

You will be responsible for maintaining excellent hygiene standards and our 5 star hygiene rating. You will be hands on with an eye for detail, ensuring high standards of customer satisfaction.

This role will include the following: Menu planning, managing allergens, special dietary requirements including dysphagia, Ordering, preparation, cooking, deep cleaning, stock take, stock rotation, completion of paperwork and adhering to systems in place, liaising with fellow chef, staff and management team, communicating with guests.

**Grangemead**

Grangemead is a countywide respite service for adults with Learning Disabilities in Hailsham, which was refurbished to a high standard offering a hotel style service. The service provides a fun holiday experience during guests respite stays and opportunities to meet new friends.

In this role you will be required to plan menus,  you will be a skilled and passionate Chef supporting our team ensuring the efficient and effective running of the kitchen delivering the best food experience for our guests.

You will be responsible for maintaining excellent hygiene standards and our 5 star hygiene rating. You will be hands on with an eye for detail, ensuring high standards of customer satisfaction.

This role will include the following: Menu planning, managing allergens, special dietary requirements including dysphagia, Ordering, preparation, cooking, deep cleaning, stock take, stock rotation, completion of paperwork and adhering to systems in place, liaising with fellow chef, staff and management team, communicating with guests.

**Key tasks:**

1. Ensure all people receive an appealing, wholesome and nutritious diet which is suited to individual needs and dietary requirement and that meals are attractive and appealing in terms of texture, flavour and appearance in order to maintain appetite and nutrition.
2. Knowledge and understanding of the nutritional requirements of the client group. Use this knowledge to plan individual diets designed to facilitate and maximise wellbeing.
3. Produce a variety of meals in accordance with the IDDSY (International Dysphagia Diet Standardisation Initiative) guidance for people with dysphagia
4. Ensure preparation and cooking of food is carried out to a high standard, using fresh ingredients and complies with the Environmental Health food standards agency.
5. Undertake menu planning, ordering ingredients accordingly, while taking account of portion control.
6. Maintain supplies, be responsible for stock control and rotation, and check deliveries, maintaining accurate records.
7. Ensure all orders placed are within the associated budget ensuring correct and economical use of provisions and equipment within budgetary guidelines and ensuring the budget it is balanced at all times.
8. Responsible for the organisation and supervision of the food service.
9. Responsible for day to day supervision of other kitchen staff e.g. allocation of duties, work rotas and training.
10. Conduct all procedures within the kitchen with due regard to the food hygiene, Health and Safety legislation, Emergency and Fire procedures.
11. Undertake cleaning of the kitchen and associated equipment. Maintaining records of fridge and freezer temperatures and waste hazard analysis.
12. Serve food to clients and deal with any issues clients have with the food.

# PERSON SPECIFICATION

# Essential education and qualifications

* Level 2 Cooking or Chef qualification or willingness to complete Senior Chef Production Cooking or Chef de Partie (Level 3) apprenticeship which will be funded by the Council.

For more information on apprenticeships and the training available for this position please visit our [apprenticeship page](https://www.eastsussex.gov.uk/jobs/apprenticeships) on our website.

* Milton Grange: Level 1 Assisting clients with swallowing difficulties qualification

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Numeracy and literacy skills.
* Communication skills to liaise with colleagues, managers and clients.
* Ability to plan and produce menus which meet the requirements of all types of diet.
* Ability to produce good quality, nutritious meals to meet individual needs.
* Ability to plan work and manage time effectively.
* Experience of being solely responsible for the preparation, serving and clearing of meals.
* Creativity and flair for good presentation of food, ensuring it is attractive to those with reduced appetite.
* Professional approach to food management and food hygiene.
* Experience of stock control and ordering to a budget.
* Experience of recording of Health and Safety issues.
* Milton Grange only: Understanding of the impact of diet and nutrition of health and wellbeing and the role it plays in supporting recovery specifically in relation to older people and those with dementia.
* Knowledge of specialist dietary needs including: allergens, diabetic, lactose intolerance, gluten free, high protein, vegan, vegetarian, kosher and halal
* knowledge and experience of specific dietary requirements for people with dysphagia.
* Experience of catering for up to 100 people.
* Ability to maintain high standards of personal and food hygiene and Health and Safety and to adhere to departmental regulations, which includes Manual Handling
* Ability to work flexibly and as part of a team.
* Empathy for the needs of the individuals receiving a service.Desirable key skills, abilities, knowledge, experience, values and behaviours

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | Yes |
| Working with hazardous substances | Yes |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | Yes |
| Exposure to blood /body fluids | No |