

Job Description

Job Title:	Production Chef		
Band:	3		
Department:	Catering		
Care Group:	YTHFM		
Reports To:	Production Team Leader		
Accountable To:	Production Manager / Catering Manager		
Professionally Accountable To:			
Responsible For:			
Main Base/ Site:	Scarborough		
Contract Status:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Other:
AfC Reference Number:			



JOB SUMMARY

The main function of the post is to assist food production by producing simple dishes, being responsible for chilling processes and carry out cleaning.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally, they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder is responsible and accountable for their own practice in line with infection prevention and control procedures that reflect evidence, best practice and legislative requirements.

The post holder will have the appropriate level of child protection knowledge, skills and practice required for the post and be aware of and comply with the child protection policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the general policies and procedures that apply to the role. Whilst specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibilities for the practical application of these policies, procedures and standards. The post holder should familiarise themselves with these, ensure they have an understanding of them and adhere to them. Particular attention is drawn to:

- **Health and Safety:** Under the Health And Safety At Work etc Act 1974 it is the responsibility of the individual employees at every level to take care of their own health and safety at

AfC Reference:

work and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post holder is required to undertake annual training in respect of health and safety and comply and adhere to all the Trust's health and safety policies.

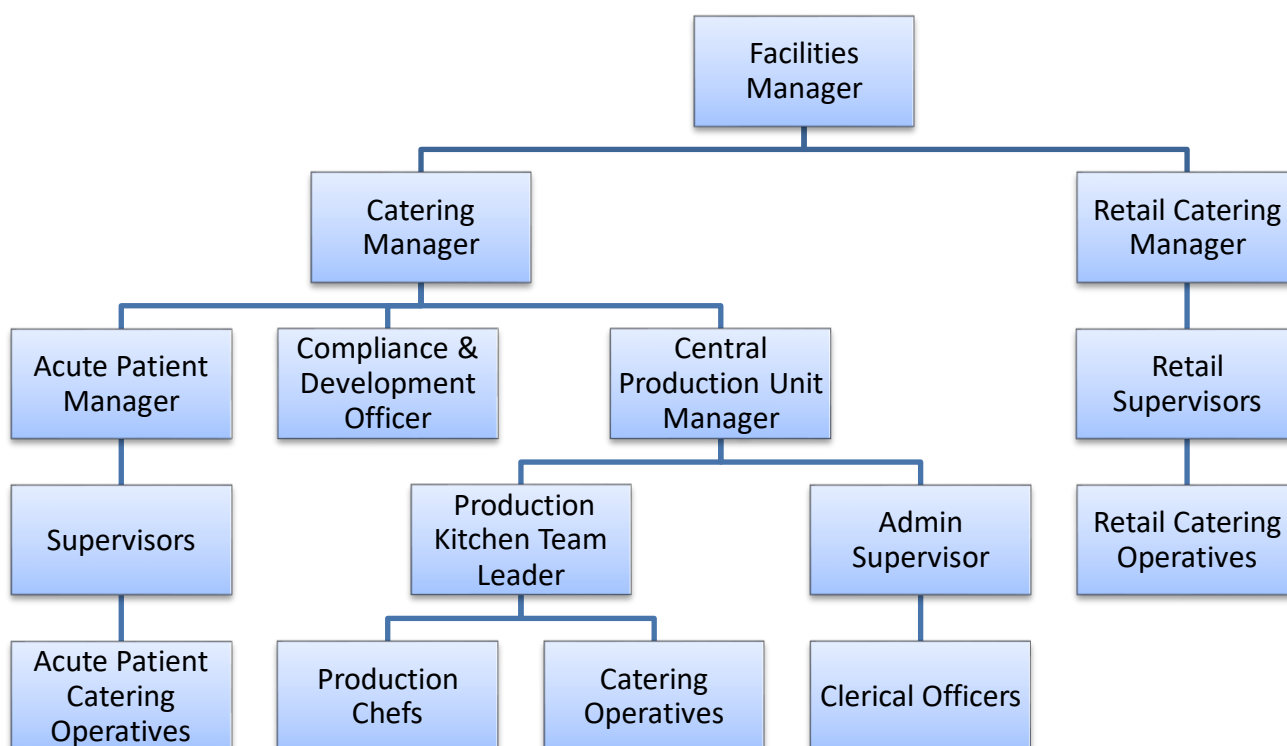
- Fire: The post holder must adhere to the Fire Policy, including attendance at training.

The post holder will uphold and support York Teaching Hospital Facilities Management LLP in its goal to promote and embed diversity and exclusivity throughout the organisation. The post holder will, in support of the aims, ensure that everyone is treated as an individual, with dignity and respect. Further, the post holder will embrace the philosophy that as individuals we are all unique and will acknowledge and value difference in order to treat everyone fairly.

In order to ensure the ability to respond to changes in needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post holder.

The above duties represent the key tasks associated with this post. The post holder will be required to undertake additional duties as appropriate. This job description will be reviewed on an annual basis as part of the IDR process.

ORGANISATIONAL CHART



KEY RELATIONSHIPS

- Catering Manager / Production Manager / Retail Catering Manager / Production Kitchen Team Leaders / Production Operatives

KNOWLEDGE AND SKILLS

1. Communication and Relationship Skills

- Ensure the maintenance of good relationships, communications and teamwork with colleagues.
- Maintain a smart and professional image at all times, including the wearing of the issued uniform and any necessary protective clothing.
- Provide and receive routine information and pass to colleagues, patients and clients
- Provide advice, instruction or training to groups on straightforward subject matter
- Inform staff of menu changes;
- Communicate dietary information to patients, clients and provide training to catering staff

2. Knowledge, Training and Experience

- Ensure attendance at any statutory and mandatory training in liaison with their manager.
- Participation in an initial and ongoing training programme. This will include a range of work procedures and practices, along with the knowledge and understanding of various individual work schedules.
- Carry out cooking tasks in line with standard recipes.
- Carry out chilling processes according to procedures.
- Regenerate foodstuffs according to procedure.
- Adhere to procedures and standards as laid down
- Understand the range of work procedures and practices, the majority of non-routine, and have an intermediate level of theoretical knowledge
- Have a knowledge of the full range of work procedures, practices and equipment for a catering service, including advanced food hygiene processes; vocational level 3 qualification or equivalent plus knowledge for special diets acquired through training and experience to diploma equivalent level

3. Analytical Skills

- Ensure legislation is observed and implemented at all times.
- Ensure the department complies with current Food Safety and H & S legislation, together with an Assured Safe Catering (ASC) system and Departmental Policies and Procedures.
- Ensure food hygiene and Health and Safety legislation is observed and implemented at all times.
- Judgements involving facts or situations, some requiring analysis judgements on efficient use of equipment

4. Planning and Organisational Skills

- Carry out cleaning as necessary and according to schedule and service requirement.
- Ensure portion control.
- Plan and organise straightforward activities, some ongoing
- Organise daily work plan – prioritising, cooking methods, times and procedures;
- Reorganise menus at short notice

5. Physical Skills

- The role requires the frequent and safe manual handling
- Developed physical skills: manipulation of objects with narrow margins for error; highly developed physical skills: accuracy is important, manipulation of fine tools, materials
- Skills required for preparation of food to deadlines;
- Knife skills in butchery and filleting

RESPONSIBILITIES

6. Responsibilities for Patient/ Client Care

- While the post holder is not responsible for direct patient care, the service they provide can have a crucial impact on the effectiveness of the care that they receive.
- In order to maintain YTHFM's service to the Trust and their patient/client care, there may on occasion be the need for the post holder to come in to cover other colleagues' roles due to sickness/holidays.
- Provide general non-clinical advice, information to patients and deal with customer, patient queries.

7. Responsibilities for Policy and Service Development

- While the post holder will not be directly responsible for managing staff, they may be requested to provide training on scheduled runs that they have a secure knowledge in.
- Implement operational policies and propose innovations or service improvements.

8. Responsibilities for Financial and Physical Resources

- To assemble dishes with due regard to presentation and portion control.
- To ensure all breakages, repair requirements and breakdowns are reported.
- Understand safe use of equipment other than equipment used personally;
- Maintain stock control and order food
- Ensure safe use of equipment by other catering staff;

9. Responsibilities for Staff/ HR/ Leadership/ Training

- While the post holder will not be directly responsible for managing staff, they may be requested to provide training on processes that they have a secure knowledge in.
- Demonstrate own duties to less experienced staff and take part in day to day supervision
- Provide advice to new starters/ provide technical advice and guidance to other catering staff

10. Responsibilities for Information Resources

- Maintain records and files as appropriate
- Record personally generated information
- Process own time sheets and work records

11. Responsibilities for Research and Development

- While the post holder will not be directly responsible for managing staff, they may be requested to provide training on scheduled runs that they have a secure knowledge in.
- Undertake surveys or audits, as necessary to own work/ complete e.g. staff surveys

12. Freedom to Act

- The post holder will work within agreed policies and procedures and follow standard operating procedures,
- Operate within health, hygiene, food preparation and cooking procedure guidelines
- Will be a point of contact available for reference

EFFORT AND ENVIRONMENT

13. Physical Effort

- The post holder is required to be physically fit as the role involves frequent manual lifting, loading/unloading of kitchen equipment and foodstuffs, pushing/pulling trolleys or heavy cages of items.

14. Mental Effort

- The post holder will be required to learn a number of defined schedules, although much of the basic job remains the same across the board in terms of procedures and processes.
- The post holder must be willing and able to adapt their work schedules or routes to:
 - Change schedules mid-route
 - Undertake non-routine work as required
- Remain focused and to concentrate on standards throughout the full duration of the working day.
- Concentration required when cooking and using machinery

15. Emotional Effort

- The post holder does not have any duties that would generally be considered to be distressing and/or emotionally demanding

16. Working Conditions

- Frequent unpleasant conditions - hot, humid, noisy kitchens or cold storerooms

KEY VALUES

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

AfC Reference:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful** and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS:

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.


The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.

AfC Reference:

JOB AGREEMENT:

Job Holder (<i>PRINT NAME</i>)	
Job Holder (<i>SIGNATURE</i>)	
Date	
Recruiting Manager (<i>PRINT NAME</i>)	Penny Gilyard
Recruiting Manager (<i>SIGNATURE</i>)	
Date	06.06.23



Person Specification

Production Chefs

Criteria	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> 706/1 706/2 (NVQ) or equivalent Basic Food Hygiene Certificate 	<ul style="list-style-type: none"> Intermediate Hygiene Certificate
Experience and Knowledge Required	<ul style="list-style-type: none"> One year cooking in a commercial kitchen Preparation & cooking tasks Maintenance of hygiene standards 	
Skills and Attributes	<ul style="list-style-type: none"> Customer service skills Adapting menus as required Good communicator 	
Aptitude and Personal Qualities	<ul style="list-style-type: none"> Confident of working on own initiative Willing to work as part of a team Assessed fit for job Friendly outgoing personality Flexible in nature Well presented with caring disposition Honesty & integrity 	
Values & Behaviours	<p>Ability to demonstrate our organisational values and behaviours:</p> <ul style="list-style-type: none"> We are Kind. We are Open. We pursue Excellence. 	