

## Job Description

<b>Post Title</b>	<b>Chef/ Supervisor</b>
<b>Band</b>	<b>3</b>
<b>Directorate</b>	<b>Capital, Estates &amp; Facilities Department</b>
<b>Location/Base</b>	<b>Across GMMH (Greater Manchester Mental Health) Trust</b>
<b>Responsible to</b>	<b>Site manager</b>
<b>Accountable to</b>	<b>Catering Manager/Operations Team</b>
<p><b>Job Summary/Purpose</b></p> <p>To carry out food production duties throughout the facilities managed services detailed below in the provision of high-quality, cost-effective service to meet the standards, policies, and objectives of the department. To assist the head chef, catering manager and other teams as directed and required.</p> <p>Greater Manchester Mental Health (GMMH) Foundation Trust employs over <b>6,400</b> members of staff, who deliver services from more than <b>160</b> locations.</p> <p>We provide inpatient and community-based mental health care for people living in Bolton, the city of Manchester, Salford, Trafford and the borough of Wigan, and a wide range of specialist mental health and substance misuse services across Greater Manchester, the Northwest of England and beyond.</p> <p>Greater Manchester is one of the world's most innovative, original, and exciting places to live and work. From the beauty of the surrounding countryside to the heart of the vibrant inner city with great shopping, entertainment, and dining options.</p> <p>Wherever you go you will experience a great northern welcome with people famed for their warmth, humour and generosity.</p> <p>Our people enjoy their work, have opportunities to learn and develop their skills and are encouraged to generate new ideas that improve care for our service users.</p>	

## Main Duties & Responsibilities

<b>Heading</b>	<b>Duty/Responsibility</b>
<b>Food Production</b>	<ul style="list-style-type: none"> <li>To Cook food in the manner laid down, using the ingredients specified, following recipes, production methods and achieving the required standards.</li> <li>The portioning of food according to laid down procedures.</li> <li>The completion of production documentation as required.</li> <li>To report all deficiencies in food production, quality, and temperature audit to your immediate supervisor</li> <li>To ensure food is stored correctly when not being handled.</li> <li>Ensure all food is correctly labelled and stored to avoid cross contamination.</li> <li>To ensure HACCP is always adhered to with all food items.</li> <li>Ensuring the requirements of the Trust catering policy are met and maintained and ensuring all dietetic requirements are met.</li> <li>To assist in the control and monitoring of food waste</li> </ul>

	<ul style="list-style-type: none"> <li>• Primary duties will consist of general production work in all sections of the kitchen.</li> <li>• Develop a close working relationship with managers, supervisors, ward managers and service managers.</li> <li>• Will need to assist in the preparation, cooking, and dispatch of all types of meals to the highest possible standard with special dietary needs and/or with food allergies.</li> <li>•</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• To ensure high standards of personal hygiene</li> <li>• To maintain good hygiene practices and strict compliance with the trusts catering policy and HACCP documentation</li> <li>• To report any failures of food handling/processing to the head chef or catering manager</li> <li>• The reporting of any evidence of pests within the department.</li> <li>• To present yourself for duty with full clean, Trust standard uniform.</li> <li>• To follow the cleaning schedules as identified and complete tasks allocated</li> <li>• To ensure the handling of all food is carried out in accordance with the current food hygiene regulations.</li> <li>• To report to your immediate supervisor any problems that might risk the trusts hygiene standards.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To adhere safe working practice and procedures within the trusts policy and the health and safety at work act 1976</li> <li>• To ensure that the trusts policy on reporting accidents and near misses is followed.</li> <li>• To report to your immediate supervisor anything that may put at risk the health, welfare or safety of yourself, colleagues, or visitors.</li> <li>• To work in a manner conducive to the health and safety of yourself and any other person who may be affected by your acts or omissions at work.</li> <li>• To ensure the appropriate PPE is always worn whilst on duty.</li> <li>• Ensure you are familiar with fire procedures.</li> <li>• Ensure that all allergen guidance is followed and executed in adherence with legislation</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• To ensure all mandatory training are completed.</li> <li>• To attend courses when considered necessary.</li> <li>• To participate in staff supervisions and development of team.</li> </ul>
<b>Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage</b>	<ul style="list-style-type: none"> <li>• To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager.</li> <li>• Understand and comply with all Trust policies, procedures, protocols, and guidelines.</li> <li>• Understand the Trusts Strategic Goals and how you can support them.</li> <li>• Understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding.</li> <li>• Carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles</li> <li>• To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>• To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role.</li> <li>• Not to communicate to anyone or inside or outside the NHS, information relating to patients, services users, staff, contractors, or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission.</li> <li>• To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date.</li> <li>• To ensure their day-to-day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager.</li> <li>• Take reasonable care of the health and safety of yourself and other persons</li> <li>• To contribute to the control of risk and to report any incident, accident or near miss</li> <li>• To protect service users, visitors, and employees against the risk of acquiring health care associated infections.</li> <li>• To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.</li> </ul>
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#### **Further Information for Postholder(s)**

This job description is not exhaustive but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

## Person Specification

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<b>Location/Base</b>	<b>Across GMMH Trust</b>
<b>Responsible to</b>	<b>Site manager</b>
<b>Accountable to</b>	<b>Catering Manager/Operations Team</b>
<b>Job Summary/Purpose</b> To provide a professional catering service, managing the production of food within the Food Services department.  To ensure that set standards, procedures, and processes to produce high-quality food are adhered too and comply with all internal and external food production regulations and legislation.  To supervise and support members of your team.	

<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> <b>AP</b> = Application form <b>IN</b> = Interview <b>OA</b> = Other Assessment
<b>Education / Qualifications</b> - to be able to complete the duties as laid out on the Job Description		
City and Guilds 7061 & 7062, NVQ 2 Food Preparation or equivalent demonstratable experience.  Level 3 in Food Safety.  HACCP  Allergen Aware	Inanimate Object Handling Trained  Level 4 food safety  HACCP advanced  Allergen Level 3	IN/AP
<b>Experience</b> - to be able to complete the duties as laid out on the Job Description		
Previous chef experience in large scale food production  Staff Management  Stock taking procedures	Chef catering background/ Experienced career in catering.  Record of accomplishment of previous line management responsibility  Using electronic stock system  Using an EMO system for patient orders	IN/AP
<b>Knowledge</b> - to be able to complete the duties as laid out on the Job Description		
Following menus & recipes to meet patient requirements.  Communication and training skills.	Previous Large-scale cooking  Working knowledge of staff engagement Be familiar with and have knowledge of temperature and HACCP monitoring systems.	IN/AP

<b>Skills and Abilities</b> - to be able to complete the duties as laid out on the Job Description		
<p>Ability to work as part of a team.</p> <p>Organisational skills in delivering a quality food service to patients, staff, and visitors.</p> <p>Ability to motivate staff, individuals, and teams.</p> <p>Ability to prioritise workload and manage time effectively.</p> <p>Excellent interpersonal and communication skills</p> <p>Capable of working within time limits and under pressure.</p>	<p>Approachable/confident/engaging.</p> <p>Approachable/confident/engaging</p>	IN/AP
<b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description		
<p>Ability to undertake rota requirements if necessary, including early mornings and public holidays.</p>	<p>Flexibility to suit needs of business</p>	IN/AP

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

**Drawn up by: Rob Dingle**