

JOB DESCRIPTION

Job Title: **Head Cook**

Project and Location: **Housing with Care at Kirk House**
110 Kings Road
Belfast
BT5 7BX

Reports to: Manager / Senior Team

Purpose of Role: Management of the Kitchen at Kirk House to ensure that high levels of quality, financial efficiency, supply and customer service are achieved.

Main Tasks

- Develop an effective budget for the kitchen outlining profit margins against purchase/supply and potential waste - project annual food, labour and other costs and monitor actual financial results.
- Develop an annual plan for the kitchen setting out targets for efficiency savings; hygiene control; portion control; stock control; and all other associated costs.
- Advise the Manager / Senior Team on any proposal for the kitchen, e.g. new methods of work; creative menu change; improvement processes; also provide advice on general direction of the kitchen including the need for change in menu; staffing; maintenance etc.
- Develop a range of menu's to cater for the individual needs of residents, taking into account seasonality, cost, dietary needs and nutrition elements.
- Establish an approved suppliers list with focus on quality, consistency of product and value for money; approves the requisition of products and other necessary food supplies.
- Coordinate the work of the kitchen team through effective rota planning to ensure that service times / holiday /absence are adequately covered.
- Ensures that the kitchen is maintained at exceptionally high hygiene levels and those requirements as set out by regulatory bodies are achieved/maintained.
- Ensure that all food cooked within the kitchen meets high standards in relation to quality, presentation and temperature controls.
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, hygiene and accident prevention principles.
- Ensures that accurate records relating to all kitchen activity are maintained for staff review and are readily accessible and up to date in the event of internal/external inspection.

- Trains and develops the staff team to ensure that high standards are achieved and that skills are maintained and enhanced in line with the development of the kitchen.
- Undertake Performance Reviews with staff ensure that areas of focus and further development are highlighted in order to achieve maximum staff potential.
- Develop and maintain Customer Service Principles for the kitchen team and ensure that these principles are incorporated into working ethos.
- Develop methods by which feedback can be obtained from Residents (who are our customers) in order to effectively monitor and measure the quality of food and service within the home and to ensure that personal choice is clearly demonstrable and reflective in menu development.
- Analyse feedback from Residents/Customers and implement associated improvements within the kitchen.
- Be involved in staff recruitment; ensures where necessary, the right staff with the right skills are employed in the right roles; be involved in the short-listing and interview process.
- Where appropriate, resolve employee relations issues within staff team, i.e. grievance, disciplinary issues etc.
- Maintain responsibility for policies and procedures relating to the kitchen and where appropriate, advise on change or update such policy and procedure.
- Provide written monthly monitoring report to the manager.
- Be fully involved in Kirk House events.

GENERAL TERMS AND CONDITIONS

<u>Duration:</u>	Permanent.
<u>Hours:</u>	35 hours per week, as per rota, to include weekends.
<u>Salary:</u>	£9.18 per hour, paid monthly.
<u>Holidays:</u>	20 days per annum plus 12 public holidays.
<u>Probation Period:</u>	Six months.
<u>Pension:</u>	Entitled to join after three months service. Staff are required to make a minimum contribution of three percent of basic salary to their personal pension within the Group Scheme.
<u>Period of Notice:</u>	Less than six months service = 1 week. Six months service or more = 1 month.
<u>Benefits:</u>	Childcare Vouchers Cyclescheme
<u>Sick Scheme:</u>	Statutory Sick Pay only
<u>Access NI:</u>	This post requires that a check must be carried out under the requirements of Access NI Enhanced Disclosure. This will involve a full criminal records check which will show spent and unspent convictions.

If you require more details regarding the conditions of employment you will be given the opportunity at interview to discuss these and other matters.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications & Attainments	<ul style="list-style-type: none">• CIEH Level 3 Food Safety or equivalent qualification.	<ul style="list-style-type: none">• HND/Third level qualification in Professional Cookery.
Experience & Knowledge	<ul style="list-style-type: none">• 3 years' experience of working in a busy kitchen in which staff management, budgetary control and operational planning has been an integral focus.• Knowledge of all regulatory controls pertaining to the effective management of a busy kitchen.	
Skills	<ul style="list-style-type: none">• Staff management.• Budgetary control.• Strategy planning.• Customer service awareness.• Menu planning & seasonality.• Purchase & supply management.• Ability to advise Senior Team on improvement initiatives.	