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| **Job Specification; Sample Content****Chef Grade I (451Y)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:**** To work as part of a team of Chefs and other staff operating both conventional and cook chill systems.
* To prepare and serve freshly cooked meals to clients within the remit of the post, at the required times, and in accordance with policy and statutory standards.
* To supervise Grade II Chefs and other staff in the performance of their duties and in line with policy and statutory standards within the kitchen.
* The provision of training to catering staff on site.
* Participation in food surveys and feedback mechanisms within the service.
* To deputise in the absence of the Catering Officer.
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| **Principal Duties and Responsibilities** | ***For Example:****The Chef Grade I will:***General Duties*** Requisition of foodstuffs and materials.
* Prepare both raw and cooked food.
* Cook food to a high standard.
* Portion and pack both raw and cooked food.
* Rotate and allocate foodstuffs.
* Regenerate and service food.
* Label, chill and store food.
* Keep accurate records and operate necessary computer systems.
* Maintain the cleanliness and good order of area of assignment and associated areas to the highest possible standard in line with hospital and HSE policy.
* Efficiently and economically use materials and equipment.
* Implement cost control measures aiming to achieve maximum utilisation of resources.
* Assist with special functions as required.
* Provide assistance and advice to staff in packing / plating areas on portion size.
* Check for meals at all service points throughout the site for quality, quantity and presentation.
* Cash handling/reconciliation, where appropriate.
* Stock-taking at relevant intervals.
* Checking the quality of goods received as per specification.
* Provide cover for existing Chef as appropriate.
* Participate and contribute to food surveys and feedback mechanisms within the service.
* Liaise with user groups on the compilation of menus and the provision of service.
* Be aware of developments in the industry / changes in food trends with a view to assisting with their introduction, as appropriate, to maximise sales.
* Any other duties relevant to the post as may be allocated by the Line Manager.

**Education & Training*** Attend training courses when required.
* Fulfil the role of Chef Trainer.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** Adhere to specifications, standards and procedures including Health and Safety Environmental Health / Food Regulation while at work.
* Practice all hygiene, cook-chill and health and safety procedures, including Hazard Analysis & Critical Control Point (HACCP).
* Report mechanical defects and needs for repairs.
* Take all necessary steps to ensure the maximum security of your area of assignment and all equipment and supplies contained therein.
* Report to management immediately any accidents, fire, stock loss, damage, unfit food and take such action as may be appropriate.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*****Professional Knowledge & Experience***For example:** A good understanding of the role of Chef I.
* Sufficient knowledge and competence in professional cookery, including an ability to cater for specific dietary requirements.
* An understanding of catering in the healthcare environment.
* An ability to produce food to the required standard, using correct methods. Is capable of using and making the best use of cooking equipment.
* Detailed Knowledge and commitment to food hygiene and best practice, including HACCP.
* An ability to provide safe food management, adhere to standards of personal hygiene, and prepares food professionally in accordance with both local and statutory policies, procedures, protocols and standards.
* Adheres to protocols regarding food hygiene and nutrition; ensures that all cooking and serving utensils (pots, pans, dishes, plates, cutlery etc) are thoroughly cleaned.
* A willingness to undertake training and further learning in order to develop the necessary work skills and improve the standard of service delivery.
* A willingness to engage with and develop Information Technology skills relevant to the role.

**Planning & Organising Skills***For example:** Plans and organises effectively. Co-ordinates resources to ensure value for money and maximum benefit for the organisation.
* Good time management skills including the ability to prioritise multiple tasks effectively.
* Demonstrates an ability to manage workload including staff management.
* Takes initiative and is appropriately self-directed in a busy kitchen environment.

**Teamworking***For example:** Strives to develop open, honest and respectful relationships with others; recognises and shows an understanding of the needs of others.
* Demonstrates the ability to motivate and supervise staff while working as part of a team to ensure quality of service to all customers. Fosters good working relationships within the team.
* Reacts constructively to setbacks and maintains composure when faced with challenges / conflict.
* Reacts constructively to setbacks, is able to maintain composure when faced with challenges / conflict.

**Commitment to providing a Quality Service***For example:** A strong commitment to maintaining and improving work standards and delivering a quality service to service users.
* Strives to consistently achieve a high standard in one’s own work practices.
* Treats others users with dignity and respect.
* Demonstrates flexibility, adaptability and an openness to change, has a positive attitude towards change.

**Evaluating Information and Judging Situations***For example:** Assesses risk: has a strong awareness of actual and potential risks and takes appropriate action.
* Effective analysis and problem solving skills.
* The ability to make effective decisions with regards to service.
* Knows when to ask for help / when to ask another team member to intervene.

**Communication & Interpersonal Skills***For example:** Communicates effectively and appropriately with a range of people in different circumstances, such as patients/clients, patients’/clients’ families, visitors, peers, staff from other disciplines etc.
* Displays politeness, patience, courtesy, respect and helpfulness when talking to or

corresponding with others.* Has an approachable manner, actively listens and maintains open communication channels.
* Effective interpersonal skills. Is able to give and receive feedback constructively.
* Acts with professionalism and demonstrates resilience under pressure.
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