Craig Healthcare

**Job role:** Assistant Chef

**Location:** Holywell House Care Centre

**Reports to:** Head Chef

**Hours:** 40 hours

**Rate of pay:** £9.50 per hour

***Please email CVs to*** [***admin@holywell-house.co.uk***](mailto:admin@holywell-house.co.uk)

**Role specific duties:**

* Create duty rotas for catering staff, ensuring there are enough skilled staff on duty.
* Under the supervision of the manager, order enough levels of supplies for the catering operation from specified suppliers, using the company's procedures and maintain strict control over costs.
* Operate an efficient stock control system.
* Ensure equipment supplied is used with care, in accordance with suppliers’ instructions and training.
* Ensure all kitchen and catering utensils/equipment is in good working order and report any faults immediately. If any machine is felt to be dangerous, withdraw it from service immediately.
* Be responsible for promoting and safeguarding the welfare of those individuals they support.

**Working with others:**

* Induct new starters in accordance with the company's policy.
* Lead, motivate and direct staff.
* Under supervision of the manager, carry out annual staff appraisals for catering staff.
* Conduct staff supervisions and personal development plans for catering staff.

**Personal responsibilities:**

* Take responsibility for your own professional development through performance and development reviews and undertake any relevant training.

**COVID-19 considerations:**

* Wear PPE in accordance with COVID-19 government guidelines