



## **Federation of Jewish Services Job Description**

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<b>TITLE:</b>	<b>Chef</b>
<b>PLACE OF WORK:</b>	Federation of Jewish Services
<b>DEPT:</b>	Catering
<b>RESPONSIBLE TO:</b>	Executive head chef/Catering Manager
<b>DATE JOB DESCRIPTION REVIEWED:</b>	June 2021

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### **JOB PURPOSE:**

1. To prepare and cook kosher food at Heathlands Village on a 7 day rota system.

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### **COMMITMENT TO OUR VALUES:**

To work with both service users and colleagues, in a way which is in line with the values of the organisation, namely which:

- Supports people's right to privacy
- Respects people's dignity
- Recognises people's human rights
- Permits zero tolerance of all forms of abuse
- Enables people to maintain the maximum possible level of independence, choice and control
- Treats all people as individuals
- Supports people to freely express their needs and wants
- Demonstrates respect and integrity in all our work with people

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### **General Responsibilities**

- The preparation, cooking and presentation of kosher meals as directed by the Head Chef
- Adhering to the Kashrut Laws relating to Kosher food preparation, service, storage and cleaning, and report any incidents of non-compliance to a Manager
- Keeping all work areas clean and tidy as far as is practicable in particular at the end of the day/shift
- Ensuring that a high level of personal cleanliness is maintained
- The satisfactory completion of any duties allocated
- When required, the instruction of any trainee staff

- The reporting to the senior chef on duty of any mechanical defects or need for repair
  - The observation of safety regulations and safe procedures
  - The observation and maintaining of the Food Safety and HACCP policy and procedures
  - Cleaning of fridges and storeroom and record on cleaning schedules
  - Cleaning the server and hot plates in Balcombe Hall and Eventhall House as per rota
  - Record temperatures in line with food safety laws and report any failings to the Head Chef
  - Prepare and assist on special functions as required which may also be outside normal working hours
  - Report, and where possible take action, about customer complaints and compliments
  - Serve in Eventhall House and Balcombe Hall as the rota dictates
  - Ensure that all accidents and/or near misses are reported to a Manager/Supervisor immediately and an accident report is completed after an accident
  - Adhere to health and safety, fire safety and COSHH regulations and maintain a safe environment for colleagues, residents and visitors at all times
  - Attend staff meetings as required
  - Attend mandatory and job specific training sessions as directed by the Manager/Head Chef
  - Lead the kitchen and restaurant in the absence of a senior person. E.g. tea service and Shabbos
  - Carry out any reasonable request from a senior person on duty
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## **Health & Safety**

- All employees are subject to the Health & Safety at Work Act.
  - To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
  - To undertake duties and responsibilities in full accordance with the organisation's Health & Safety policy and procedures.
  - To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
  - To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.
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## **Training and Development**

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.
- To attend and participate in staff meetings.
- To contribute to the learning of other staff.

- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

**This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.**

Manager \_\_\_\_\_ Post Holder \_\_\_\_\_  
(print name) (print name)

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_