

Job Description and Person Specification

Job Title:	Chef (Weekend Day Care)
Hours of Work:	8 or 16 hours per week, normal working days/hours Saturday and/or Sunday, 9.00 am to 5:00 pm, although flexibility is required to ensure the objectives of the role are met.
Reporting to:	Service Coordinator
Responsible for:	No direct reports
Annual Leave:	6 or 12 days per annum depending working hours per week
Location:	Within the London Borough of Ealing

A job description is a written statement reflecting the main requirements and essential characteristics of the job. It is not intended to be an exhaustive list of the duties a post holder might be called upon to perform.

Job Context

Age UK Ealing's mission is to promote the wellbeing of all older people in Ealing and empower them to achieve full quality of life. We provide a range of support services for older people in the London Borough of Ealing including **Information and Advice, Wellbeing Day Care, Befriending, Digital Inclusion, Shopping and Community Gardening Services**. We also run Greenford Community Centre, where our office and services are based alongside a range of other community activities.

Purpose of the role

Reporting to the Service Coordinator, the Chef will be responsible for providing high-quality food at the Weekend Day Care centre including varied and healthy menu.

Main Duties and Responsibilities

- To take responsibility for the preparation, presentation and serving of all meals to a high standard.
- To prepare, cook and appropriately present meals for weekend day care clients.
- Catering for special dietary requirements including vegetarian options.
- To ensure routine day to day as well as specialised cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas.
- Setting of dining tables.
- To ensure waste is controlled around preparation and cooking.

- To maintain the highest standards of health, hygiene, and safety.
- To manage and control all food, to include checking equipment and materials are used correctly, providing tasty appealing meals and monitoring portion control.
- To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service, and storage are carried out properly.
- To immediately report all accidents, near misses, damage, or breakages to the Service Coordinator or Manager.
- To actively assist in ensuring a high food hygiene rating.

General Requirements

- Undertake duties of similar professional nature and commensurate with the role.
- The Chef will be based at a designated centre but may be needed to relocate to a different location if necessary.
- To act as a representative of Age UK Ealing when needed.
- To work within Age UK Ealing's ethos, values, principles, policies and procedures.
- To work effectively with others.
- To maintain high levels of discretion, confidentiality and professionalism always.
- To implement the delivery of new standards as they arise.
- To report any safeguarding and Health & Safety issues or concerns.

Person Specification Chef (Weekend Day Care)

Specification	Essential	Desirable
Previous experience as a professional cook in either a similar environment or other residential environment such as a care home or small hotel.	✓	
Some experience of being with people living with dementia		✓
A thorough understanding of what constitutes healthy eating and the ability to carry this through to varied menus.	✓	
A thorough knowledge of all appropriate food hygiene standards and possess appropriate certification.	✓	

Health and safety certificate/s.	✓	
Good organisational skills.	✓	
Good standards of hygiene and tidiness in the kitchen.	✓	
Pleasant, approachable personality, reliable and punctual	✓	
Able to maintain confidentiality	✓	
Flexible approach to working arrangements.	✓	
Sensitivity to the needs of older people	✓	
Willing to undertake training as appropriate	✓	

These details reflect the content of the post on the date prepared. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied, after discussion with the post holder, subject to the needs of the organisation and in keeping with the general profile of the post. Consequently, this job description may be revised from time to time. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.