

Epsom & Ewell Borough Council

Role Profile Template

Role Title:	Community Wellbeing Chef
Job Family:	Service Delivery (G10)
Service:	Venues Community Commercial Services
Location:	Community & Wellbeing Centre
Reporting To:	Catering Hub Manager

<p>Role Purpose:</p> <p><i>Why the role exists and its contribution</i></p>	<p>To provide day-to-day manual service delivery within the Community Wellbeing Kitchen, including the preparation, cooking, and presentation of food to required standards, ensuring high levels of cleanliness, safety, and customer service across all venue operations along instruction of the Kitchen Assistants</p> <p>As a member of the council's team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture</p>
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Main Duties and accountabilities

<ul style="list-style-type: none"> • Service Specific 	<ul style="list-style-type: none"> • Key functions to ensure the stock control, preparing, cooking, serving, and clearing after service, and ordering ensuring high standards of food quality, hygiene, and customer service are maintained at all times. • To deputise for the Catering Hub Manager in their absences, by producing different choices for the restaurant and bake cakes, pastries, and savoury goods for the Servery. • To supervise and/or undertake duties of Meals at Home operations as and when necessary. • To Maintain and uphold the Health and Safety requirements in the Kitchen at all times • To maintain and deliver all Food Hygiene guidelines are adhered to with the Community Wellbeing Kitchen • To use industrial standard ovens competently and securely, cooker tops, Bain Marie, dishwasher, walk in freezer etc. • Monitor and accurately record all food hygiene information and procedures in line with established food hygiene standards and regulatory requirements.
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	<ul style="list-style-type: none"> • Monitor stock levels and supplies to minimise wastage and report replenishment requirements to the Catering Hub Manager. • To inform the service users of any issues relevant accurately and confidently to allergies and contents of all food produced at the restaurant. in line with established food hygiene standards and regulatory requirements. • Provide instruction guidance and support to employees to maintain safe, efficient and high-quality service delivery.
<p>Generic Duties</p>	<ul style="list-style-type: none"> • Working under instruction individually and as part of a team, undertake manual work to contribute to the cleanliness, of the site • Participate in learning provided to perform role successfully and to the standards expected. • Meet designated targets within specified time frames as set out in the agreed work schedule for that day or week. Deliver targets in line with the relevant standard operating procedures and training provided and contribute to My Performance Conversations. • In addition to the agreed work schedule, pro-actively, respond to and resolve any issues as and when they arise • Wear the appropriate uniform and protective clothing provided and behave in a way that promotes the professionalism of Epsom & Ewell Borough Council • Operate in a way that protects the health and safety of you and that of others, in accordance with the Health and Safety at Work Act 1974. This includes preparing and regularly checking the environment in which you are working to ensure it is safe for you and anyone else who may be there now or in the future. • Take responsibility for raising any issues, concerns, or good ideas as part of the work to ensure the Catering Hub Manager is able to help meet targets and the Council meet its statutory requirements • Work across different delivery teams as and when is required and report on the activity and progress to the Catering Hub Manager as and when requested • Provide instruction, guidance and support to employees to maintain safe, efficient and high-quality service delivery.

The key decision making areas in the role
<p>Inform and advise colleagues and service users of matters involving food production, Health & Safety and food hygiene.</p> <p>Making immediate decisions to maintain safe working practices, including when to isolate or dispose of unsafe food.</p> <p>To inform and liaise with Catering Hub Manager and the Assistant Venues and Community Services Manager of any Health & Safety and food hygiene concerns as and when they arise.</p> <p>To be able to prioritise duties to successfully reach deadlines and demands from both the service users and the Council. Organising tasks and sequencing cooking activities to meet demand during busy periods.</p>
Customers and contacts
<p>Knowledge of other service areas within the Council/Authority</p> <p>Contact with clients/customers</p> <p>The needs of clients/customers for whom responsible</p>

Dimensions of the role	
Financial	Non-financial
<p>Keeping within the budgets set for the purchasing of Produce.</p>	<ul style="list-style-type: none"> • To deputise, assist and take over duties for the Catering Hub Manager, making sure deadlines are met daily. • Keeping records of issues relevant to Food Hygiene, Health & Safety and stock control • To be mindful of service users' requirement and dietary needs and advise them appropriately • The supervision of kitchen employees and volunteers while deputising for the Senior Cook.

Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
General standard of education	E	x	
Food Hygiene certificate Level Three	E	x	
Knowledge and Experience			
Catering services experience	E	X	X
Information development related to Food hygiene record keeping	E		x
Experience of hospitality	E	x	x
Skills			
Problem solving	E		x
Creativity	E		x
Analytic skills	E		x
Ability to learn new skills (baking and Cooking)	E		x
Ability to work with minimum supervision	E	x	x
Communication skills – written and oral	E	x	
Working under pressure and to deadlines	E		x
Additional Requirements			
Food Hygiene certificate or training or willingness to take on the training.	E	x	X
Cooking and baking knowledge	D		X
Health & Safety training	E		x
Must be legally entitled to work in the UK	E	x	x