**Deputy Chef**

**JOB DESCRIPTION**

**Salary:**£25,207 per annum pro-rata

**Hours:**27.5 hours per week, M-F, 8.30am-2.30pm, with 30 mins break

**Contract:**Permanent (With a six month probationary period)

**Location:**Based at our Day Centre (52 East Hill, SW18 2HJ)

**Reports to:**Chef and Office Manager

**Purpose of the job:**

We have an experienced Chef who needs support to deliver lunchtime meals Monday to Friday to our Day Centre clients. We have a well-equipped and beautifully designed new professional kitchen that any chef will enjoy working in. We serve 20-40 lunch covers per day. Can you bring your catering knowledge and experience to help us develop our food offer even further?

**Main duties and responsibilities**

1. Support the Chef to deliver tasty and nourishing lunches, beverages and snacks at the day centre.
2. Participate in cleaning equipment and the kitchen and dining areas, ensuring that the required standards are met, including compliance with Food Hygiene and COSHH requirements.
3. Use all equipment safely and appropriately and be aware of health and safety regulations, policies and procedures in the workplace, ensuring the safe and hygienic maintenance of all equipment.
4. Dispose of waste correctly, in accordance with relevant health and safety regulations and infection control policies.
5. Be responsible for stock control and work with the Finance Team to monitor stock levels.
6. Maintain communications with the care team in the provision of suitable menus to meet individual client requirements.
7. Work in partnership with clients encouraging choice, participation and enjoyment at meal times.
8. Collect and collate feedback from clients in order to continuously improve our catering offer and enjoy researching and testing new recipes to meet this target.
9. Positively and actively participate in supervision and staff meetings.
10. Attend and engage with training, as required, to develop an outstanding service that meets the various needs of clients.
11. Support the training and retention of any catering volunteers.
12. Support the Chef, Office Manager and Day Centre Service Coordinator during Food Hygiene inspections.
13. Stand in for the Chef during annual leave and any sickness absence.
14. Support the Executive Team with any events that sit outside the day to day delivery, for example, catering for meetings and fundraising events, supporting healthy eating and baking sessions for clients and carers, etc.
15. Carry out any other duties as may be required that are consistent with the duties and responsibilities of the post, as requested by the leadership team.

This role is subject to an Enhanced DBS check and this job description will be reviewed on a regular basis and may be subject to change.

**PERSON SPECIFICATION**

**Knowledge, Experience, Skills & Abilities**

1. Prior catering experience and experience of Food Hygiene inspections and stock control.
2. Flexible personality with the willingness to go above and beyond to meet the changing food needs of the clients.
3. Broad understanding of issues affecting older people, people with dementia and people with disabilities, and an understanding of how to cater to their needs.
4. A kind, caring, friendly, open personality, with an ability to engage and communicate effectively with a diverse range of people.
5. Excellent communication skills with the ability to work collaboratively as part of a small catering team, as well as with the wider team.
6. Be able to demonstrate an understanding of COSHH implications, infection control principles and safe and correct food hygiene procedures.
7. Understanding of the legal requirement to keep client information confidential.
8. Ability to respond positively and professionally to feedback from line manager and other leadership staff and from clients and their carers.
9. Commitment to the principles of Equal Opportunities and Safeguarding.
10. Good basic literacy and numeracy skills.