



# **DAUGHTERS OF CHARITY SERVICE**

**For Persons with Intellectual Disability**

## **JOB DESCRIPTION**

**JOB TITLE:** **CHEF GRADE 2**

**RESPONSIBLE TO:** **THROUGH CHEF GRADE 1 TO CATERING MANAGER**

**EMPLOYING AUTHORITY:** **DAUGHTERS OF CHARITY**

## **FUNCTION**

**To assist with the preparation and service of meals within the Centre at the required time in accordance with the centre and statutory standards.**

## **DUTIES AND RESPONSIBILITIES**

1. Preparation, cooking and service of meals at the required times and to the required standards daily and for special functions.
2. Ensuring that a high standard of quality, quantity and specification is maintained in respect of goods received and meals prepared.
3. To deputise in the absence of the Chef Grade 1 as required.
4. Assist with the checking and storing of supplies for the kitchen.
5. Assisting Chef Grade 1 with regular stocktaking.
6. Complying with menus and catering for any special diets.
7. Implementing cost control measures aiming to achieve maximum utilisation of resources.
8. Dealing with complaints in an amicable manner.
9. Ensure that a high standard of cleanliness in line with statutory regulations is maintained in the area of food storage, preparation and service of meals and equipment.

**...../Chef - Grade 2**

10. In conjunction with Chef - Grade 1 ensure full compliance of the HACCP system within the kitchen and to ensure that any new developments are fully implemented.
11. Ensuring that all equipment is checked on a regular basis and if defective reported immediately to the Chef - Grade 1.
12. Ensure implementation of the health and safety policy and ensure that all personnel are familiar with the emergency and other operational procedures and guidelines.
13. Reporting accidents and complaints immediately providing follow up information. Ensure accident forms are accurately completed and sent to the appropriate areas.
14. Building and maintain good interpersonal relationships in all areas of work.
15. Where appropriate in conjunction with Chef Grade 1 responsible for the effective operation of the canteen. Provide advice and assistance in relation to portion sizes and plating.
16. Keeping up to date in respect of modern developments in the industry and to assist with their introduction where necessary and changes in food trends.
17. Participate in Service Annual Review System.
18. Ensure that each person with an intellectual disability is treated with the utmost respect and dignity.
19. Maintain a high standard of work performance, attendance and punctuality at all times.
20. Ensuring that good working relationships are maintained with colleagues.
21. Ensure that a high standard is maintained in relation to confidentiality.
22. Any other duties that may be required from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Service.