



**Head Cook**

**Phase One**

**Job Description**

**Ref: 137**

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**12 Month Fixed Term Contract**

## **Job Summary**

To plan, order, prepare, cook and serve food for the clients of Phase One Project, in order to provide a balanced, varied and nutritional diet, including special dietary needs for example halal, gluten free, vegan.

The Head Cook will have responsibility for the day to day running of the Project Kitchen ensuring that the highest food hygiene standards are maintained. This post requires the post holder to be able to operate kitchen equipment and involves lifting and moving heavy items such as catering pots and trays, and deliveries.

The post requires administrative duties such as the ability to stock take and order weekly deliveries of foodstuffs, as well as operate within a budget.

## **Responsible To / For**

- Operational Manager and through line management to the Trust's Board of Management.
- Kitchen Porter

## **Significant Working Relationships**

- a) Phase One Project Clients
- b) Brighton Housing Trust staff
- c) Produce suppliers
- d) Inspectors

## **Duties / Responsibilities**

1. To cook a daily two course meal for project clients, making sure taste and quality are of a very good standard and portions are satisfying, and nutritional needs met.
2. To ensure that the catering service offered to the Project clients is of the highest professional standard at all times.
3. Strict adherence to health and safety requirements and standards, such as daily recording of fridge and freezer temperatures, recording of the temperatures of various hot foods, and all other FSA requirements.

4. To ensure meals meet varying dietary needs of clients, e.g. vegan, vegetarian, religious beliefs, allergies meeting nutritional needs.
5. To work with the management team and clients in planning menus on a rotating basis, ensuring that varied and healthy meals are provided daily, within budgetary constraints.
6. To order and record food from suppliers, checking stocks against rotating menus. To make sure purchases stay within budget. This is with the Administrator and Management Team.
7. To ensure that there are adequate stocks of food.
8. To serve food to project clients, observing firm boundaries within a customer-focused approach.
9. To ensure that gloves, aprons and hair nets are worn during service.
10. To monitor the work of the Kitchen Porter to ensure that the kitchen is maintained to meet health & safety and food hygiene standards and reporting.
11. To monitor the rota to make sure that the Kitchen Porter's shifts are covered, booking cover when necessary via agencies after consulting with a manager first.
12. To review, revise and implement the projects food and hygiene management systems on an ongoing basis.
13. To liaise with management to highlight any purchasing requirements. Purchasing with value for money and budgetary control being adhered to.
14. To ensure Saved Meals are provided, as well as setting aside leftover meals as Spares.

## **General**

15. To deal sensitively with any issues arising with project clients and to promptly report and issues to project staff.
16. Participating in team, client and other meetings where appropriate.
17. Actively participate in supervision and undertake appropriate training.
18. Develop and implement the Trust's equal opportunities policy and carry out duties with due regard to the policy.
19. Responsibility for the implementation of compliance with health & safety procedures including the kitchen at all times meets the Better Food Safer Business food management system, to review this system regularly and upgrade the system where necessary.

20. To undertake other such duties appropriate to the grade and character of the work as may reasonably be required.

**It is the duty and responsibility of each employee to familiarise and comply with, Brighton Housing Trust's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT and others in meeting statutory requirements.**

**For confidentiality and data security: whilst working for BHT you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.**

**No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.**