

The Sussex Beacon

Job Description

Job Title: Assistant Chef
(Part-time)

Location: The Sussex Beacon

Hours: Various

Contract: Bank (casual), with possibility of permanent part time in the future.

Pay: Negotiable

Internal Relationships:

- Responsible to: Facilities Manager
- Head Chef
- Good working relationships with all staff and volunteers at the Beacon.

Summary of Primary Functions of the Job / Role Purpose:

- To support and assist the Head Chef with the smooth running of the catering facilities. In the absence of the Head Chef to take responsibility, in liaison with the catering team/Facilities Manager, for the day-to-day operation of the catering services and staff.

Key Result Areas / Specific Duties and Responsibilities:

Main task areas

Client Focus

- To assist in the provision of a high quality cost effective catering service, ensuring customer satisfaction.
- Under the supervision and guidance of the Head Chef, to provide basic dietary advice appropriate to clients needs to nursing staff and clients, within scope of own job knowledge.
- Ensure safe practices are adhered to at all times.
- Assist with monitoring service delivery via the use of client questionnaires, word of mouth and regular reviews – under instruction of Head Chef/Facilities Manager.

Integrity/ Effective Use of Resources

- Assist with menu planning, working within agreed budget and quality standards.
- Ensure effective use of own time and skills and those of colleagues.
- Accurate and timely record keeping as required by organisational policies and procedures

Commitment to Learning and Development

- Being aware of own training needs and discussing with own manager.

- Keeping up to date with job knowledge and skills.
- Honest, clear and realistic expectations of self and colleagues in both personal and professional aspects.

Teamwork and Flexibility

- Operates as an effective team member within Catering Department, Facilities Department and wider organisation.
- Recognising and utilising everyone's skills to benefit the organisation.
- Participates in team meetings and helping to keep everyone informed.

Respecting Diversity

- Treats everyone – colleagues, clients, visitors – with respect and dignity.
- Respecting others differences and being sensitive to everyone's needs.
- Developing and appropriately maintaining professional boundaries with clients and colleagues.

General

- Must be fit to undertake the requirements of the role
- Must be able to interact effectively and responsively with other departments and staff
- To demonstrate an empathetic, confidential, tolerant and understanding approach to the needs of the clients.
- To make use of managerial support and supervision, and to access appropriate training and development opportunities.
- To work as a part of The Sussex Beacon Team
- To work in accordance with The Sussex Beacon policies and procedures.
- To undertake any other duties that may within reason be required from time to time.

This list is not exhaustive and the post holder will be expected to demonstrate a flexible approach and the ability to carry out the responsibilities of the role in accordance with the needs of the Sussex Beacon.

The post holder may be required to carry out other tasks within the remit of this role and the Sussex Beacon reserves the right to adapt this job description in consultation with the post holder.

Job description prepared/updated by: Date
Manager

Signature of post holder: Date