



Job Description

Job Title:	Chef
Hours Per Week:	37.5 hours
Location/Department:	Operations – Hospitality Services
Reports To:	Hospitality Services Manager and Assistant Catering Manager
Direct Reports:	None
Budgetary Control:	None
DBS Disclosure:	Enhanced
Date Prepared:	September 2021

Job Summary/Purpose:

To work as a collaborative member of the Hospitality Services Team and deliver the best possible standards in terms of food quality, presentation and nutrition by preparing, cooking and serving meals in any of the College catering facilities, as directed.

Key Duties & Responsibilities:

1. To work as part of the Hospitality Services Team on rota basis to ensure that Morden College residents, staff and visitors benefit from freshly prepared, nutritious and well-presented food for breakfast, lunch and supper on a daily basis throughout the year.
2. To take direction from the Assistant Catering Manager and from the Hospitality Services Manager in terms of the catering area of Morden College in which shifts will be worked and the duties that will be undertaken. And, to prepare, to produce and, where applicable, to serve food items according to the daily menus.
3. To prepare in advance in accordance with the menu plan for subsequent shifts/days which includes but not limited to: defrosting food, preparing vegetables, marinating and baking.
4. To liaise with colleagues within both the Operations Team and the Care Team in respect of ordering meals for residents, to partake in the preparation of food items in accordance with the menu plans for the day and to ensure the correct loading of the items in the food trolleys provided.

5. To comply with all statutory and organisational requirements, including but not limited to Health and Safety, Food Safety and Fire Safety, to undertake checks and complete records as directed and to make reports as necessary.
6. To wear and ensure cleanliness of Morden College approved PPE or other appropriate catering clothing issued.
7. To assist with moving food items to and from ambient, chilled/frozen stores or items/equipment as directed.
8. To assist with the preparation for and at service at extraordinary events which include but are not limited to: Founders Day, Friends Day, Trustees Christmas Lunch, themed evenings and funeral events or buffets as directed.
9. To report any concerns with regards to the quality or conditions of any food item that you are required to prepare for consumption, as part of your duties.
10. To respect the dignity, wellbeing and independence of residents and bring to the attention of the Management Board any concerns surrounding their safeguarding, security and care.

General Duties and Responsibilities:

1. To maintain confidentiality at all times and to comply with the College policy thus ensuring security in the management and use of information.
2. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, treating them with care and consideration at all times and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.

5. To operate in accordance with the College's policies and procedures as detailed in the Staff Handbook and elsewhere, and ensure compliance with Safeguarding Adults policies and Care Quality Commission legislation.
6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulations 2016 and Data Protection Act 2018.

This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.

Employee's Signature:

Manager's Signature:

Print Name:

Print Name:

Date:

Date: