

Job Description

Title:	Chef
Location:	Police Treatment Centre Castlebrae, Auchterarder
Department:	Catering
Responsible to:	Head Chef

Job Purpose

To assist in the efficient running of the kitchen and provide main meals and other food / beverages as required.

Main Responsibilities

- To assist in ordering and control of stock.
- To comply with food hygiene regulations, health & safety regulations and any other legislation pertaining to the kitchen.
- To assist in meeting food costs targets.
- To ensure all temperature and kitchen risk assessment sheets are maintained accurately.
- Assist and promote good employee morale.
- Demonstrate a high degree of skill in food preparations and presentation.
- Demonstrate good communication skills with patients and colleagues.
- Re-act to client feedback to maintain or improve standards.
- To assist in working in an environment that is safe and pleasant and meets the HSE requirements.
- Have full awareness of all fire and evacuation procedures.
- To maintain a high standard of personal hygiene with special attention to hands, hair care and appearance.
- To observe all the Charity's policies and regulations.
- Comply with Charity legal requirements.
- To attend training courses.
- To ensure a high standard of customer care by dealing with complaints, requirements or problems immediately, and to take the necessary remedial action, reporting serious complaints, actions or problems to the Head Chef.
- To perform any other duties which may be reasonably required by your line manager.

The purpose of this document is to act as a guide to the duties which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competencies of the post holder. The job description from time to time may be subject to review and change following consultation with the post holder.

PERSON SPECIFICATION

Post: Chef/Cook

Location: Castlebrae, Auchterarder

Criteria	Essential	Desirable	Evidence
<p>Education/Qualifications:</p> <p>Good general level of education including Maths and English GCSE Level 4/NQ5 Grade C & above</p> <p>Minimum of Level 2 Technical Certificate in Food Preparation and Service or equivalent</p>	E	E	<p>Application Form/Certificates</p> <p>Application Form/Certificates</p>
<p>Knowledge & Experience:</p> <p>Minimum of 2 years' experience in a production kitchen</p> <p>Knowledge of Food Safety & Hygiene</p> <p>Experience of stock control</p> <p>Microsoft Office knowledge</p>	E E E	D	<p>Application Form/Interview</p> <p>Application Form/Certificate</p> <p>Application Form/Interview</p>
<p>Skills/Abilities:</p> <p>Excellent communication skills: verbal, aural and written</p> <p>Methodical working practices</p> <p>Focus on providing excellence and high standard presentation</p> <p>Ability to form good working relationships at all levels</p> <p>Ability to maintain and improve high standards within team</p> <p>Confident in using own initiative and prioritising workload</p> <p>Flexible, able to adapt to changing circumstances, remain calm under pressure</p>	E E E E E E		<p>Interview/Probation</p> <p>Interview/Probation</p> <p>Interview/Probation</p> <p>Interview</p> <p>Application Form/Interview/Probation</p> <p>Interview/Probation</p> <p>Interview/Probation</p>
<p>Personal Qualities:</p> <p>Flexible/adaptable to the charity/teams needs</p> <p>Physically fit for the post which requires moderate physical activity</p> <p>To be committed to equality and diversity</p>			<p>Probation</p> <p>Interview/Probation</p> <p>Interview/Probation</p>
<p>Other Information</p>	PTC positively welcomes applications from all sections of the community.		