|  |
| --- |
| **Job Specification; Sample Content****Executive Chef (4211)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:*** The purpose of the post is to oversee and prepare / serve freshly cooked meals to clients and staff at the required times and in accordance with policy and statutory standards.The post holder will be working as part of a team reporting to and supporting the Catering Officer and deputising in their absence. The post will supervise Grade I, Grade II, Senior Chefs and other catering staff in the performance of their duties and in compliance with local and statutory standards. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Executive Chef will:* **General Duties*** Oversee the main kitchen and kitchenette areas and practice of hygiene and all Health and Safety procedures, including Hazard Analysis & Critical Control Points (HACCP).
* Supervise, direct and manage staff in the performance of their duties and ensure total compliance with local and statutory standards.
* Organise and allocate duty rosters, as required.
* Requisition of foodstuffs and materials.
* Liaise with user groups on the compliance of menus and the provision of services.
* Prepare both raw and cooked food.
* Cook food to a high standard.
* Prepare special diets and modified meals as required.
* Portion and pack both raw and cooked food.
* Rotate and allocate foodstuffs.
* Label, chill and store food.
* Regenerate and service food.
* Ensure accurate record-keeping / traceability.
* Ensure the efficient and economical use of materials and equipment.
* Assist with special functions as required.
* Provide assistance and advice to staff in packing / plating areas on portion size.
* Check meals at service and dispatch points for quality, quantity, and presentation.
* Maintain to the highest standard the cleanliness and good order of their area of assignment and associated areas in line with local and HSE policy.
* Engage in stocktaking of kitchen supplies.
* Check quality of goods received as per specification.
* Implement cost control measures aiming to achieve maximum utilisation of resources.
* Operate necessary computer systems.
* Engage in quality improvement projects.
* Be aware of developments in the industry / changes in food trends with a view to assisting with their introduction, as appropriate, and maximise sales.
* Have overall responsibility in the absence of their Line Manager.
* Any other duties relevant to the post as may be allocated by their Line Manager.

**Education & Training*** + Attend training courses when required.
	+ Identify the training needs of Chefs and other catering personnel working within the kitchen.
	+ Fulfil the role of Chef Trainer.
	+ Monitor and record training activities for self and staff.
	+ Lead on and engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Hazard Analysis & Critical Control Point (HACCP)*** + Ensure full compliance of the HACCP system.
	+ Ensure that any new developments are implemented.
	+ Be responsible for all HACCP documentation including daily checks, weekly verification and monthly audit of the records.
	+ Lead a HACCP team and report on findings / updates.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** Adhere to specifications, standards and procedures including Health and Safety Environmental Health/Food Regulation while at work.
* Take overall responsibility for health and safety in the kitchen including:
* Practice all hygiene, cook-chill and health and safety procedures.
* Ensuring that all equipment is apt and in good working order.
* Ensuring that all staff are adequately trained.
* Ensuring that all staff practice health and safety procedures.
* Following up on any health and safety matters that may arise and bring them through to conclusion.
* Report mechanical defects and needs for repairs.
* Take all necessary steps to ensure the maximum security of area of assignment and all equipment and supplies contained therein.
* Report to management immediately any accidents, fire, stock loss, damage, unfit food and take such action as may be appropriate.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*****Professional Knowledge & Experience***For example:** Comprehensive knowledge and competence in professional cookery.
* A good understanding of catering in the healthcare environment.
* An ability to cater for specific dietary requirements and experience cooking for a large number of covers.
* An ability to produce food to the required standard, using correct methods. Is capable of using and making the best use of cooking equipment.
* Detailed knowledge and commitment to food hygiene and best practice, including HACCP.
* An ability to provide safe food management, adhere to standards of personal hygiene, and prepares food professionally in accordance with both local and statutory policies, procedures, protocols and standards.
* An advanced understanding and ability to adhere to protocols regarding food hygiene and nutrition; ensures that all staff understand and act accordingly.
* A willingness to undertake training and further learning in order to develop the necessary work skills and improve the standard of service delivery.
* A willingness to engage with and develop Information Technology skills relevant to the role.

**Planning & Organising Skills***For example:** The ability to plan strategically and organise effectively, providing focus and direction.
* Co-ordinates resources to ensure value for money and maximum benefit for the organisation.
* Balances cost with quality service when planning and decision-making. Manages budgets effectively.
* Ability to contribute to the development of the service.
* Effective time management skills including the ability to prioritise multiple tasks and manage workload, in a busy environment.

**Managing and Developing (Self and Others)***For example:** Effective team and leadership skills; leads by example and adapts leadership style to suit the demands of the situation and the people involved.
* Creates and maintains a positive working environment for staff.
* Manages and develops self and others in a busy working environment; recognises the training and development needs of others.
* Reacts constructively to setbacks, is able to maintain composure and manage situations where challenges / conflict arises.

**Commitment to providing a Quality Service***For example:** A strong commitment to and ability to lead on the delivery of a high-quality service.
* Innovation in the provision of the service and works to maintain and improve work standards and practices. Encourages staff to do the same.
* Ensures that others are treated with dignity and respect.
* Demonstrates flexibility, adaptability and an openness to change, embraces and promotes the implementation of change.

**Evaluating Information and Judging Situations***For example:** Assesses risk: has a strong awareness of actual and potential risks and takes appropriate action. Understands and adheres to protocols relating to risk management.
* Effective analysis and problem solving skills, takes a long-term perspective.
* Makes effective decisions with regards to service provision. Explains the rationale behind decisions confidently when faced with opposing or competing demands.
* Regularly quantifies and evaluates activities against service plans. Recognises how service constraints impact on service delivery.

**Communication & Interpersonal Skills***For example:** Communicates effectively and appropriately with a range of people in different circumstances, such as patients/clients, patients’/clients’ families, visitors, peers, staff from other disciplines etc.
* Displays politeness, patience, courtesy, respect and helpfulness when talking to or corresponding with others.
* Has an approachable manner, actively listens and maintains open communication channels.
* Effective interpersonal skills. Is able to give and receive feedback constructively.
* Acts with professionalism and demonstrates resilience under pressure.
* Demonstrates strong negotiation skills; remains firm but flexible when putting forward a point of view.
* The ability to act with professionalism and displays resilience under pressure.
 |