



## TOWELL BUILDING TRUST LTD

### JOB DESCRIPTION

**Job Title:** Chef

**Responsible To:** Head Chef

#### **Objective of the Home**

Towell House Residential Home aims to provide a loving, caring, and homely environment for all residents. The Chef plays a key role in delivering excellent dining experiences that support residents' wellbeing and enjoyment.

#### **General Responsibilities**

The Chef is responsible for preparing well-balanced, nutritious meals for residents while maintaining the highest standards of integrity, honesty, openness, accountability, and respect.

#### **Major Duties**

- Prepare and deliver high-quality, home-cooked meals at all times.
- Ensure meals are produced at agreed times and correct temperatures, following the menu and any special dietary requirements.
- Manage food safely, including correct storage and stock rotation.
- Oversee ordering systems to ensure efficient and cost-effective use of products.
- Maintain exceptional standards of hygiene and service within the kitchen.
- Deputise for the Head Chef when required.
- Supervise and guide staff in food preparation and kitchen safety.
- Supervise kitchen porters and dining room assistants in cleaning duties, ensuring hygiene records are accurate and legible.
- Ensure correct use, cleaning, and care of all kitchen equipment.
- Report any equipment breakdowns or defects immediately.
- Maintain excellent personal and kitchen hygiene practices.
- Report any accidents or incidents in line with organisational procedures.
- Follow all safety practices to ensure the wellbeing of residents, staff, and visitors.
- Comply with Food Safety and Hygiene regulations and implement any recommendations from Environmental Health Officers.
- Understand and follow all home policies and procedures.
- Adhere to the homes uniform policy at all times.
- Participate in staff induction, meetings, and ongoing training to support high-quality service delivery.



### **Essential Criteria**

- Level 2 qualification in Professional Cookery (or equivalent).
- Minimum of 2 years' experience managing a busy kitchen.
- Excellent communication skills.
- Ability to interact effectively with residents and staff.
- Full driving licence and access to a motor vehicle.
- Highly motivated with a caring and compassionate nature.
- Strong organisational skills with the ability to prioritise workload.
- Flexible approach to working hours and duties.

### **Desirable Criteria**

- Enthusiastic attitude toward continued professional development in cookery.
- Creative flair and strong presentation skills.
- Working knowledge of IT systems.
- Experience preparing meals in line with SALT (Speech and Language Therapy) guidance.

### **Staff Wellbeing Benefits Package**

As a valued employee we care for you from the first day of employment.

- Excellent, competitive rates of pay reviewed annually.
- Westfield Foresight Health Cash Plan for all eligible staff
- Employee Assistance Programme
- 24/7 Advice, Counselling, and Information Line
- Health Club Concession
- Westfield Rewards (Discounts & Offers on hundreds of leading online & High Streets retailers)
- Your Children are covered on Westfield Core Health Benefits Free
- Access to Health E Hub Via Westfield Health Cover
- Group Life Assurance (4x annual salary, in service, death benefit)
- No time deduction for meal breaks
- Contributory Company Pension Scheme up to 5%
- Fantastic induction process
- Free training to NVQ Diploma level 5/ other recognised training for non-care staff
- Learning and Development Support
- Career Opportunities leading to Senior Management
- Recognised pay structure for certified training.
- Free Uniform • Annual bonuses x 3 • Long Service Bonuses (5 yrs. 8 yrs. & 10 yrs.)
- Care, domestic and catering staff have 6.6 weeks A/L per annum.
- Overtime paid at time and a half.
- Recognised Bank Holiday worked, paid at double time, for eligible staff.
- Free parking
- Mileage allowance for training on your days off.



All employees of the Towell House Residential Home are legally responsible for all records held, created or used as part of their duties within the home to include resident, corporate and administration records whether paper-based or electronic.

All such records are public and are accessible to the public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998.

Employees are required to be up to date with the home's policy and procedures on records management and to seek advice if in doubt.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the job holder. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

CVs NOT ACCEPTED TOWELL HOUSE IS AN EQUAL OPPORTUNITIES EMPLOYER

As regulated facility applicants should be aware an enhanced Access NI check is required for this post. Applicants should also be aware a trace on your Access NI check does not necessarily disbar from employment. Each case is assessed individually.

Towell House has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information. This is available on request from Towell House. The Towell Building Trust Ltd has a written policy on the recruitment of ex-offenders. This is available on request from Towell House