



**ASSISTANT**

**CHEF**

**The Wrekin**  
Housing Group

Job Description and Person Specification  
April 2021

## **THE WREKIN HOUSING GROUP**

### **JOB DESCRIPTION – ASSISTANT CHEF**

This is a broad outline of what is expected of the post holder.

#### **RESPONSIBLE TO: CHEF MANAGER**

#### **KEY RESPONSIBILITIES:**

- To support the Chef Manager in the production of all meals and services to the Company's standard

#### **GENERAL**

- To work with all staff both within the kitchen and on service.
- To support and deputize in the absence of the Chef Manager the preparation and service of all food to the required Company standard.
- To assist with all menu planning and ordering within food costs.
- To ensure the smooth and efficient running of the kitchen to minimize food loss and wastage.
- To complete and ensure the compliance of all cleaning schedules required for the kitchen .
- To support in the training and supervision of all assistants, volunteers and work experience in all aspects of their jobs.
- To report all accidents, unfit food customer complaints/comments, breakages, loss or theft to the manager.
- To prepare and assist at all functions outside normal working hours as required.

- To attend all meetings and training courses as may be necessary from time to time.
- To maintain a high standard of personal and operational hygiene.
- To ensure that all Statutory and Company regulations relating to fire, safety and hygiene are adhered to.
- To carry out reasonable requests by management.

This role description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of responsibility entailed. Such variations cannot themselves justify reconsideration of the grading of the position.

## **PERSON SPECIFICATION**

### **ASSISTANT CHEF**

#### **QUALIFICATIONS**

- Basic Food Hygiene is essential
- NVQ Level 2-3 in Catering is desirable
- Health and Safety Qualification is desirable

#### **KNOWLEDGE SKILLS AND EXPERIENCE**

- Experience of Cash Handling
- Experience gained in a similar catering environment is essential
- Experience of excellent customer service is essential
- A range of catering skills (hospitality, front of house, cooking, cleaning) is essential
- Ability to deal with customer complaints
- Understanding and Experience of Safeguarding
- Willing to work outside normal hours at peak periods


#### **COMPETENCIES**

Adheres to and promotes the Group's business values. Deals with customers and colleagues with commitment, integrity and respect.

Recognises and respects the individual value of all employees. Adopts an open, flexible and receptive approach to working with others.

Produces accurate and high quality work. Uses initiative and consults with manager where required.

Articulates opinions and information confidently and clearly. Actively listens to the communications of others.



Supports and shares information with team colleagues, actively participating in decision-making and problem solving to improve services.

Assists in identifying problems, offering appropriate ideas to resolve them.

Plans individual work tasks to meet deadlines. Keeps manager and other involved parties informed of progress.

Demonstrates judgment and the ability to contribute to decision-making at a local level. Seeks advice and information when appropriate.

Is aware of main company objectives, demonstrating flexibility in task management and priorities as required. Contributes ideas to facilitate change and improve services.

Uses clear oral and written 2-way communication to share information.