

JOB DESCRIPTION

Name:			
Job Title:	Kitchen & Dining Co-Ordinator	Line Manager:	Registered Manager
Location:	Parkside, 65 Main Road, Romford	Date:	9 September 2021

This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties. However, it is not exhaustive, and may be reviewed as required.

Key Purpose of the Job

To lead on hospitality at Parkside and to ensure that delivering an excellent source of nutritious food, a wide variety of choices and that the food and drinks service is served to a high standard, where these are at the heart of the care provided from the Hospitality team.

Ensure that the Health and safety and food hygiene standards are maintained at all times. To prepare and serve meals as required for residents, to maintain cleanliness in the kitchen to achieve consistent 5 star Food Hygiene ratings.

To monitor the performance of the Hospitality team by supervising them and organizing their work.

Generic Job Responsibilities:

To maintain a loving Christian environment.

To ensure the application of the home's philosophy, in order to meet the aims of the home's Statement of Purpose and Christian Values.

Embrace and implement change in practices

To ensure high standards of nutritious meals are provided taking into account all of the residents' food allergies and intolerances and are maintained within current legislation and the organisation's practices and policies.

To ensure dignity and individual personalities are respected at all times.

Specific Job Responsibilities:

To be part of the Hospitality team's rota to prepare and cook meals for residents. This is a full time 37.5 hour a week post and it is anticipated that the postholder will be cooking food during the shifts

To arrange and be part of the weekly staff rota to ensure that all shifts are covered, including at weekends. It is anticipated that all staff will do at least one weekend shift each week

Ensure that meals are of traditional fare, freshly prepared and are home-made.

Manage the Hospitality team to ensure consistency of service, including training of Hospitality staff, to complete and record supervision and annual appraisal meetings. Hold regular Team Meetings and ensure outcomes of meetings are recorded and followed-up.

Monitor equipment requirements and order replacements when necessary, within agreed budgets

Ensure that all documentation is kept up to date in the kitchen including monitoring temperature checks, correct food labelling and updating records on Parkside shared IT drive

Order stock as and when required in bulk, maintaining records of current stock and negotiating as appropriate with local suppliers to ensure that the best quality supply of food is used, within agreed budgets

Maintain a regular, rotating, pictorial menu, using seasonable options and based on feedback from residents

Organise all food requirements relating to residents' special occasions (e.g. birthdays and anniversaries) and

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social occasions (such as barbeques)
Organise and prepare special dietary requirements as may be required by certain residents.
To comply with current Food Hygiene and Health and Safety requirements in the kitchen and catering areas and keep appropriate records, including the Safer Foods Better Business .
Organise deep-cleans of the kitchen and dining areas every 6 months and retain associated paperwork for inspection.
Undertake regular food surveys with the residents and feed the information back to the Registered Manager every 6 months. Complete and undertake continual reviews of action plans based on this feedback
Complete all necessary audits on a weekly and monthly basis, providing the paperwork to the Registered Manager. Retain all information and paperwork for inspection by both internal and external agencies.
To be available for any external inspections to include, but not limited to: CQC, Environmental Health and Infection Control
To participate in staff training activities as required.
Gauge resident satisfaction on meals and drinks that are provided and adapt choices accordingly
Control waste and keep it to a minimum.
Ensure that guests and visitors to Parkside are offered appropriate beverages and food to maintain excellence in hospitality
Support staff as required at Romford Baptist Church on food options at The Meeting Place at Romford Baptist Church.
Meet with new residents and their relatives as appropriate, to understand their nutritional needs, allergies and intolerances. Update care plans as required.
Produce and retain evidence of continuous improvement to show to any external assessors
To maximise opportunities for efficiencies and best practice to improve the standards and service provided by the Hospitality team.
To work in cooperation with Care Leaders and other staff teams at Parkside to provide an excellent person centred service
To provide feedback when required in preparation of annual financial budgets.
Such other duties as may be assigned to the post from time to time.

Key Working Relationships:

Internal:	Minister – Team Leader, Registered Manager, Operations Manager, Business Services Manager, Care Leaders, Maintenance Lead, Hospitality team
External:	Board members, external suppliers

Resources for which the Job Holder is accountable:

People:	Hospitality team
Budget:	To be confirmed
Fixed Assets:	All kitchen equipment

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Person Specification:

Business Impact:	The feeling of all visitors to Parkside that hospitality is at the heart of the care provided. Excellence in resident satisfaction ratings. Attention to detail, time management, work under pressure, managing, supervising and developing a team of people.
Qualifications:	A Catering Diploma (City & Guilds/BTEC), NVQ 3 in practical cookery and Health and Safety and Food Hygiene Certificates (minimum level 2) are essential. You'll also need to have relevant high cover kitchen experience and a good understanding of HACCP (Hazard Analysis and Critical Control Point)
Skills/Experience:	Minimum 2 years' experience of cooking for over 30 people, IT skills (Microsoft Office)

Declaration:

I have read and understood the above job description.

Job Holder's
signature:

Date: / /

Line Manager's
signature:

Date: / /