JOB DESCRIPTION

Job Title	Second Chef	**Department**	Catering
Reporting To	Head Chef	**Location**	Site based

Line Manager and Budgetary Responsibilities

Direct reports: N/A
Indirect reports: N/A
Budget managed: N/A

Key working relationships

Internal: Lead Hotel Services, Hospital Director, Catering team, Service users, Site Staff
External: Visitors and suppliers

Job Purpose

As a Sous Chef you will be the right hand of the Head Chef by providing constant support and a first-class service, in a busy kitchen environment. You will assist with the production of all foods for service users, staff and visitors, on a daily basis. You will also support with producing all function food requirements. You will ensure all menus follow recipes that are designed to provide a high-quality nutritional meal for service users to aid their recovery and enhanced their wellbeing. You will also contribute to an efficient spend, ensuring portion control and contributing to the reduction of food waste.

You will have the ability to step in and lead the team, as required, whilst maintaining good working relationships with the team and Head Chef. You will support the Head Chef to ensure the team meets strict food safety standards, ensuring the meals served are safe for consumption. Youb will also support the Head Chef to ensure that the service users dietary and cultural requirements are catered for. You will also support the Head Chef, where possible, to co-produce and develop menus in collaboration with the service users allowing them to be involved in their food choices and the menus within the service.

Key Responsibilities

- Menu Planning & Food Preparation
- Kitchen Operations
- Quality Control
- Administration Duties

Key Accountabilities

Menu Planning & Food Preparation:

- Prepare and cook meals to a consistently high standard, including presenting and packaging food as required for distribution.
- Support the Head Chef to monitor portion control and presentation to avoid triggering disordered eating patterns or behaviours or sensory aversions (e.g. for eating disorder or autistic service users).

- Support the Head Chef by contributing to planning menu's, in collaboration with dietitians and clinicians, to ensure meals support therapeutic goals, recovery care plans and individual care pathways. Where possible also in collaboration with service users.
- Support the Head Chef with special events catering, for training, meetings, conferences etc.
- Support the Head Chef in food purchasing, through established procedures with an emphasis on cost and quality.
- Ensure consistency and excellence in food preparation and presentation.
- Support therapeutic cooking groups or food-based interventions where appropriate.

Kitchen Operations:

- Support the Head Chef to ensure the hygiene, safety and cleanliness standards throughout the department are met.
- Support the Head Chef in maintaining rigorous food safety standards in line with Hazard Analysis & Critical Control Points (HACCP), NHS Catering Standards, and infection prevention and control protocols.
- In the absence of the Head Chef, ensure the smooth day-to-day running of the department to meet the changing needs of the business.
- Support in maintaining good storage procedures and stock rotation, along with adhering to corporate purchasing requirements.
- Assist in food service when necessary.

Quality Control:

- Ensure the meals served are safe for consumption and the service users dietary and cultural requirements are catered for.
- Support the Head Chef to maintain portion control and consistency across all food served.
- Support the Head Chef to conduct regular audits and risk assessments to uphold hygiene and safety across all food preparation and service areas.

Administration Duties:

- Participate in food costings through effective cost control procedures.

Health, Safety and Security

Maintaining and promoting the health, safety and security of everyone in the organisation, or anyone who comes into contact with it, either directly or through the actions of the organisation.

- Follow organisational policies, procedures and risk assessments to keep self and others safe at work.
- Help keep a healthy, safe and secure workplace for everyone.
- Work in a way that reduces risks to health, safety and security.
- Know what to do in an emergency at work, knows how to get help and acts immediately to get help.
- Reports any issues at work that may put self or others at a health, safety or security risk.

Safeguarding Including Prevent

All employees have a responsibility for the safeguarding of service users and service users within Elysium Healthcare. Employees have a duty to attend the training provided by Elysium Healthcare regarding Safeguarding Adults, Safeguarding Children and Prevent. Employees must make themselves familiar with the types of abuse, the signs that abuse has taken place and the definition of a vulnerable adult. Employees will report all safeguarding incidents to their line manager and use the IRIS document to record all the required detailed information.

It is the responsibility of every person to:

- Take appropriate action where concerns are identified
- Act in a way that safeguards the wellbeing and interests of all service users, employees and visitors.
- Ensuring the confidentiality, security and accuracy of data, information and compliance with regulatory guidelines and statutory requirements.
- Support the delivery of evidence-based service user care and treatment. Ensuring that any relevant training is undertaken, and supervision is used appropriately.

Prevent is about supporting and protecting those people that might be susceptible to radicalisation, ensuring that individuals and communities have the resilience to resist violent extremism. Prevent aims to reduce the number of people becoming or supporting violent extremists and is part of the UK's counter-terrorism strategy. It is the responsibility of all staff to be aware of the risks of radicalisation, and to respond appropriately by reporting to their line manager if they have any concerns.

Diversity, Equality & Inclusion

It is the responsibility of every person to act in ways that support diversity, equality and Inclusion.

Diversity, equality and Inclusion are related to the actions and responsibilities of everyone – users of services including service users, clients and carers; work colleagues; employees and people in other organisations.

- Acts in accordance with legislation, policies, procedures and good practice.
- Treats everyone with dignity and respect.
- Allows others to express their views even when different from one's own.
- Does not discriminate or offer a poor service because of others' differences or different viewpoints.

Our Values

It is the responsibility of every person to act in ways that support Elysium Healthcare's KITE values:

Kindness - Always act with kindness and empathy towards service users, staff, external professionals and visitors.

Integrity - Be open and honest, maintaining your integrity and supporting others to maintain theirs at all times.

Teamwork - Work harmoniously with your colleagues, support each other and encourage effective teamwork.

Excellence - Strive for and promote excellence in everything you do, with improving the service user experience at every opportunity.

Person Specification

All criteria are essential unless indicated as desirable (D).

Job Title: Second Chef

Please note: Applicants must demonstrate, in their application form, that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Knowledge and Skills

- City & Guilds 706/1 & 706/2 or NVQ Level 3, or relevant experience
- Intermediate Food Hygiene
- Excellent knowledge of kitchen equipment and food preparation techniques
- Able to confidently use Microsoft products, Outlook, Word, Excel etc
- Able to communicate with service users, visitors and staff at all levels
- Ability to work under pressure and in a fast-paced environment, ensuring your time is well managed
- Understanding of allergens, therapeutic diets, calorie-controlled meals, and nutritional needs for condition like eating disorders, autism, and neurological impairments
- Knowledge of COSHH & HACCP, allergen management, and infection prevention and control in healthcare environments
- Good interpersonal skills to engage with patients respectfully and supportively, especially those with complex needs
- Calm under pressure in high-stress or emotionally charged environments, with the ability to adapt to last-minute dietary changes, patient feedback, or behavioural challenges during mealtimes.
- Understanding of mental health conditions, trauma-informed care, and how food can impact mood, behaviour and recovery (D)
- Knowledge of how autism & sensory sensitivities affect food preferences, textures & presentation (D)
- Knowledge of CQC legislation (D)

Experience

- Proven experience of preparing and producing high quality food, to meet different dietary and cultural requirements.
- Experience of menu planning and costing
- Experience of stock systems, ordering, stock
- Experience working with dietitians, psychologists, occupational therapists, and nursing staff to align food service with care plans (D)
- Experience of supervising a team, delegating duties and the ability to train and mentor kitchen staff

Other Requirements

- Flexibility in working hours and location, as per contract of employment
- Commitment to personal development, by attending appropriate training, to maintain the required level of competency.
- To actively participate in maintaining the physical, relational and procedural security to ensure the safety of all

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the department programme. The post-holder may be required, from time to time, to undertake other duties commensurate with the salary and job role requirements.

Pre-employment checks will be required for the role.

To be completed by the Reward Team, after job evaluation has been completed

Job Title	Second Chef
Grade	AAS074-W4-07
Job Family	