

# Role Profile

## Chef



### ROLE SUMMARY

Reporting to the General Manager, the Chef is responsible for the effective management of the Food Services Department according to established objectives and policies.

Responsibilities for the operations include menu planning, budget preparation and management, organizing work assignments and supervising dietary and serving staff. Participates in the preparation and cooking of meals and nourishments.

### KEY ACCOUNTABILITIES

- Develops, implements, controls and evaluates departmental systems, goals, objectives, policies and procedures in a timely manner and ensures that the required standards are maintained.
- In conjunction with the dietitian, ensures that the nutritional and therapeutic requirements of the residents are met through menu planning and standardized recipes in accordance with required standards.
- Maintains departmental budget control by implementing the management policies and procedures of purchasing, ordering, stock and inventory control including food and small wares.
- Interview and hires qualified personnel and provide orientation of new employees as required.
- Defines duties, assigns workloads and arranges departmental staff scheduling.
- Counsel, motivate, discipline and/or terminate employees in accordance with the policies and procedures of the management.
- Evaluates employee performance and recommends/approves plans for employee development/improvement.
- Using standardized recipes based on standard portions sizes, prepares and cooks hot and cold entrees, baked goods and desserts for both general and therapeutic diets by methods/procedures such as roasting, frying, grilling, steaming, poaching, boiling and baking. Tests food items for food palatability and temperature and adjusts accordingly. Transfers cooked food to steam tables.
- Prepares special entrees, short orders or catered items as required.
- Operates cooking equipment in a safe, proper manner. Checks equipment and cooking area after use to ensure safety requirements are maintained. Ensures all dietary equipment is maintained in a proper working order.
- Ensures safety and hygiene practice/procedures are adhered to and assists in maintaining quality assurance standards.
- Ensures maintenance of food rotations in storage in order to minimize food spoilage and waste.
- Conducts staff in service and Continuing Education programs, and attends approved work-related conferences and seminars.
- Ensures residents' rights of privacy and confidentiality are maintained, except in the proper operation of the business.
- Participates as a member of the management team by attending meetings and serving of committees as required.


- Ensures that departmental operations comply with all required Health and Safety Standards and Regulations.
- May participate in multi-disciplinary care planning.
- Maintains a current knowledge of, and complies with, all facility policies and procedures.
- Participates in Quality Assurance Programs.
- Maintains a liaison with hospitals and professional organizations and other agencies.
- Ensure the proper security procedures are followed in handling and storage of confidential materials.
- Performs other related duties as required.

#### **EDUCATION & EXPERIENCE**

- Must have a diploma from a recognized technical program for cooks and/or Food Service Supervisors
- Culinary Red Seal is preferred
- Must have 3 years' experience in staff supervision
- Basic First Aid Certificate
- Minimum of three (3) years supervisory experience in a Health Care Facility or catering business is preferred.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Must be in good health and be physically and mentally able to carry out the assigned duties
- Must possess the qualities and attitude that respects and maintains the spirit, dignity and individuality of the residents and employees
- Must have the ability to communicate effectively, organize the departmental operations, supervise subordinates and evaluate the effectiveness of the Food Services Department.
- Must be able to speak and understand English competently and to understand written and oral instructions in English
- Must have the ability to safely and efficiently operate all equipment associated with the duties of the position
- Must have the ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with residents, staff, visitors and volunteers in the workplace
- Must have the ability to work independently with minimum supervision

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