



Mead Medical Services Ltd

Job description

JOB TITLE: Catering Manager

REPORTING TO: Head of Care

JOB PURPOSE: To be responsible for providing balanced nutritional meals of a high quality and to ensure high standards of cleanliness and food safety are met by implementing across Company Quality Control Management.

Qualifications and Skills:

- ❖ Experience in a management of catering services
- ❖ Experience in and knowledge of food preparation
- ❖ Experience in and knowledge of training in catering.
- ❖ Experience in Quality Control in catering

Main Responsibilities:

1. To be responsible for menu planning in consultation with the Cooks/Chefs and Home Managers while being mindful to the needs of the Service Users across each site. To seek advice on special dietary needs of individuals from a qualified nutritionist as needed.
2. To give direction to the Cooks/Chefs on the ordering of supplies and to be conversant with the safe storage of same. To ensure that all food is prepared and stored safely adhering to any requirements from the Environmental Health and Care Inspectorate.
3. To give advice on the appropriate use of ingredients with attention to fresh food in season and to produce appetising meals for the client group paying particular attention to presentation and nutritional value.
4. To monitor the cleanliness of the kitchens/serveries across all sites and advise on the purchase of new equipment as necessary. Together with the cooks/chefs ensure that all the equipment is maintained.

5. To devise cleaning schedules as necessary and monitor the effectiveness of the schedules.
6. To advise and assist on the training of kitchen assistants and to supervise cooks/chefs as necessary to ensure high standards are maintained. Develop training materials and records and ensure these are completed.
7. To attend management meetings as necessary and to be actively involved in promoting excellence at the Homes.
8. Assist with preparing budgets and administering the same.
9. To be aware of food safe handling procedures and to attend relevant training as required.
10. Observe Mead Medical Service's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.
11. To oversee the Management of kitchens to ensure a high standard is maintained throughout the Company.
12. In conjunction with the individual Home's Chef/Cook to ensure training requirements are met.
13. Visit each site once every 3 months to monitor standards of cleanliness, training, food preparation and food delivery.
14. Prepare a report on each site following the visit and present it to the Head of Care.

Communications:

1. Liaise with the Managers when planning and costing menus.
2. Participate in staff and Service User meetings, as and when required.
3. Prepare regular reports for the Head of Care.

Training and developing:

1. Ensure all staff members know how to use the appropriate equipment and comply with hygiene procedures, giving help and guidance where appropriate
2. Attend mandatory training days/courses, on or off site, as and when required.
3. Maintain and improve professional knowledge and competence.

Health and safety:

1. Monitor the maintenance of accurate records for temperature control
2. Monitor the cleanliness of equipment and crockery and its appropriate storage.
3. Ensure that all the fire regulation policies and procedures of Mead Medical Services Ltd are adhered to and complied with.
4. Ensure that all relevant Health and Safety standards in the kitchen and dining areas are met.
5. Report to the Home Manager any faulty appliances, damaged furniture, equipment or any potential hazard and advise on replacement/repair of equipment where necessary.

6. Report immediately to the home manager or person in charge, any illness of an infectious nature or accident incurred by a Service User, colleague, yourself or other person connected with the Homes.
7. Promote safe working practice in the care homes.

Confidentiality

1. Ensure the confidentiality of information gained whilst performing your duties. If you are in any doubt about divulging information about a Service User or the Company's business to a third party, then please seek advice from you Manager before communicating such information.

General:

1. Notify the home manager or the person in charge as soon as possible of your inability to work and also on your return to work from all periods of absence.
2. Ensure the security of the care centres are maintained at all times.
3. Adhere to all company policies and procedures relevant to this role within the defined time scales.
4. Carry out any other tasks that may be reasonable assigned to you.

At All Times:

1. Observe the Company's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Mead Medical Services reserves the right to amend this job description from time to time according to the needs of the business, but this is a correct reflection of the duties involved at the time of writing.

Any changes will be confirmed in writing. Please note that you share with Mead Medical Services the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign; print your name and date below to indicate your acceptance of this job description.

Signature:

Name:..... Date:.....