



Job Description

Job Title: Chef
Department: Operations – Group A
Reporting To: Service Manager

Main Purpose: Responsible for ensuring the people we support have controlled and nutritious meals. This will include responsibility for the people we support's food shopping and budget, the planning, preparing and cooking of meals including making deliveries where required.

About Us

The Edmund Trust & Eddie's has been proudly supporting people across the East of England with learning & physical disabilities, autism and complex needs for over seventy years. We work to provide lifelong opportunities and create positive lifestyles for people to be equal and active members of the community.

We provide person-centred support, allowing individuals to choose how they want to live their lives, enabling them to reach their full potential. We encourage people to achieve their aspirations with outcome focused support. Working alongside our values of Commitment, Collaboration and Positive Interactions.

Main Duties:

- To learn the specific requirements of the people we support's diet and plan precise daily menus, taking into account any likes and dislikes whilst ensuring that there is a wide variety of food
- To ensure controlled and nutritious meals for the people we support
- To provide exact quantities of each food item for mealtimes
- To create meal plans and complete food shopping
- To prepare and cook meals
- To deliver meals to the people we support at agreed times
- To produce printed menus for each day
- To be accountable for the people we support meal budget
- To ensure that the people we support's store cupboards are suitably stocked
- To liaise with the people we support's staff team regarding deliveries and ensuring we have a good supply in the cupboards
- To keep up to date with the people we support's timetable changes and plan around these
- To keep food wastage to a minimum, use by dates adhered too and food is stored correctly



Person Specification

- Good planning, organisational and time management skills with the drive to self-motivate
- Clear understanding of The Care Act and its implications
- Experience of working in healthcare or social care sector
- Excellent communication skills both verbal and written
- Excellent IT skills in Microsoft applications relevant to role
- Desirable – to hold a level 2 award in Food Safety in Catering or equivalent

General

- As an employee of The Edmund Trust, you should role model our values, creating a positive working environment, advocating inclusion and equality, creating a culture that recognises and celebrates diversity.
- Adhere to and promote the Company's policies, being accountable for the H&S of yourself and others
- Work with integrity and adhere to confidentiality and security of information at all times, complying with all legal requirements relating to GDPR
- Undertake training as requested by the company
- Carry out any other duties as reasonably requested from time to time