

**Facilities Manager**

**Chef**

**Definition of the Role:**

Provides high quality meals and service across our catering facilities.

**Purpose of the Role:**

The role of the Chef (with the assistance of the Catering Assistant) is to prepare, cook and serve breakfast and evening meal Monday to Friday, breakfast, lunch and evening meal Saturday, brunch and evening meal on Sunday.

**Responsibilities:**

* To cook and follow all recipes correctly – in line with the Matrix
* To complete Matrix if new menu in place.
* To prepare buffets as and when required.
* To check stock and order any stock needed making sure stock levels are kept.
* To take delivery of catering stock, in line with food hygiene regulations.
* To make sure stock rotation is carried out.
* Make sure that stock sheets are altered daily.
* To complete end of month stock checks
* To log and minimise food usage, and all waste.
* To carry out the day to day cleaning of the Kitchen, Servery, Store Rooms, Kitchen Toilet, Dining Room and Dining Room Tables and maintain the overall hygiene and appearance of the catering department.
* To observe and implement all St Helens YMCA Policies and Procedures.
* To log any incidents with residents that may be a cause for concern and to report these incidents to a Housing Support Officer.
* To raise with the Housing Support Officers concerns regarding specific residents.
* To log day to day maintenance / repair works required (form provided)
* To cover for colleagues in times of holidays and sickness
* To read emails daily.
* To undertake any necessary training and to attend meetings.
* To carry out any other duties as requested by YMCA Management

**Skills and Attributes:**

* Good communication and organizational skills.
* Strong interpersonal and problem-solving abilities.
* Highly responsible & reliable.
* Ability to work cohesively as part of a team.
* High level of attention-to-detail.
* Enthusiasm to develop your skills and knowledge.
* Adaptable to change and willingness to embrace new ideas and processes.
* Ability to work unsupervised and deliver quality work.
* Positive and approachable manner.