

Job Description & Person Specification

Position: Assistant Chef

Reports To: Head chef

Our Values and Behaviours

To act in accordance with “Our Values and Behaviours” at all times when delivering your role, ensuring that “Kindness”, “Respect”, “Belonging”, and “Empowerment” are fundamental to your behaviour.

<div style="background-color: #e91e63; color: white; padding: 10px;"> <h3 style="margin: 0;">Kindness</h3> <p style="font-size: small; margin: 5px 0;">We create an environment where everyone can thrive.</p> <p style="font-size: x-small; margin: 5px 0;">Our behaviours: Empathy – We understand diverse perspectives and experiences. Compassion – We are considerate of others and are generous with our time. Supportive – We build and maintain positive relationships.</p>  </div>	<div style="background-color: #2196f3; color: white; padding: 10px;"> <h3 style="margin: 0;">Respect</h3> <p style="font-size: small; margin: 5px 0;">We respect people's human rights and act with integrity.</p> <p style="font-size: x-small; margin: 5px 0;">Our behaviours: Dignity – We value and respect people, recognising their right to choice. Integrity – We do the right thing even though no one may be watching. Fairness – We treat others how we would wish to be treated ourselves.</p>  </div>	<div style="background-color: #4db6ac; color: white; padding: 10px;"> <h3 style="margin: 0;">Belonging</h3> <p style="font-size: small; margin: 5px 0;">We pride ourselves on being a Norwood Family.</p> <p style="font-size: x-small; margin: 5px 0;">Our behaviours: Trust – We build a safe environment for people to flourish. Inclusivity – We value difference and celebrate diverse voices. Collaboration – We connect with others to form a positive community.</p>  </div>	<div style="background-color: #1a237e; color: white; padding: 10px;"> <h3 style="margin: 0;">Empowerment</h3> <p style="font-size: small; margin: 5px 0;">We enable people to reach their potential.</p> <p style="font-size: x-small; margin: 5px 0;">Our behaviours: Accountability – We make a positive impact and get things done, owning our actions and decisions. Innovation – We encourage people to be curious. Ambition – We strive for success in everything we do.</p>  </div>
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Policies and Procedures

In addition to undertaking the accountabilities as outlined below, the post holder will be expected to fully adhere to all Norwood policies and procedures which are referenced in the employment contract and Norwood's intranet.

Role Summary

The Assistant Chef supports the preparation and service of safe, nutritious meals in line with dietary requirements and Kashrut standards. They help maintain high levels of food hygiene and kitchen cleanliness, ensuring compliance with health, safety, and food regulations. The role also contributes to the smooth day-to-day running of the kitchen, including food handling, stock control, and cleaning.

Key Accountabilities

1. To be part of a team preparing and providing meals which comply with the laws of Kashrut and Food Hygiene Regulations.
2. Prepare and serve safe food for consumption and in accordance with Kosher preparation and cooking of food.
3. To maintain the kitchen cleaning and disposal of waste in accordance with the regulations set by the Food Standards Agency.
4. To prepare and serve well balanced nutritious meals.
5. To clean dining and kitchen areas after meals are served, including sweeping, washing up crockery, cutlery, utensils, pots and pans.
6. To complete periodic deep cleaning of the kitchen as defined in the cleaning schedule.
7. To record, report and action all Health and Safety and Food Standards Agency required checks, including food temperatures, fridge and freezer temperatures, opening and closing checks.
8. To be aware of and comply with the safe working practices as laid down under the Health & Safety at Work Act and Food Hygiene Regulations.

Person Specification

	Essential	Desirable	Evidence
Qualification(s) – Willing to undertake	Good standard of English		Cover Letter / CV / Test
Experience	Experience of working in a catering environment	Knowledge and understanding of working with people with learning disabilities, and Autism	CV / Interview / Onboarding

Knowledge & Training	<p>Knowledge of Health & safety requirements</p> <p>Knowledge of food hygiene regulations</p> <p>Ability to work as part of a team</p> <p>Excellent communication skills</p> <p>Ability and willingness to take instructions</p> <p>Willingness to learn about Kosher cookery</p> <p>Ability to demonstrate flexibility of approach to meet the needs service users</p>	<p>Knowledge of Kosher cookery</p>	<p>Cover Letter / CV / Interview</p>
Personal Qualities & Attributes	<p>High degree of personal integrity with a commitment to confidentiality.</p> <p>Approachable and aware of self on others</p> <p>Commitment to Continuous Personal Development (CPD)</p> <p>Good general health</p>	<p>Able and willing to work flexible hours, including Bank Holidays, to meet service needs</p> <p>Driver and willing to use own car</p>	<p>Cover Letter / CV / Interview</p>

	Knowledge or willingness to learn about Jewish Culture		
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All roles require a DBS check and satisfactory clearance under Norwood's safer recruitment policies. We are committed to safeguarding the wellbeing of our people and maintaining a respectful, safe environment.

This job description is not exhaustive and may be updated as accountabilities evolve.