

JOB DESCRIPTION

'Happy to talk about Flexible Working'

Job Title:	Cook
Department:	Catering
Hospice Band:	Corporate Band H
Reports to:	Catering Manager
Responsible for:	Catering Assistants and Volunteers
DBS Required	Yes

Job Purpose

To prepare, cook and serve meals for patients, staff and volunteers. To support the catering services provided to the Hospice. To maintain high standards of food preparation, presentation and food hygiene.

Main Duties and Responsibilities

Catering Service

- Prepare, cook and serve meals and snacks for Hospice service users with regard to dietary requirements and cultural, ethnic and religious considerations
- Prepare, cook and serve meals for Hospice employees, volunteers, meetings and other functions including supporting fundraising events
- Ensure the highest possible standards of quality and presentation and appropriate portion control to minimise waste.
- Clear away after meal and beverage preparation and service
- Maintain high standards within the department working in accordance with the Department's policies and procedures, infection prevention and control procedures, and Food Safety legislation.
- Ensure sufficient stock levels are maintained, food is stored correctly and used according to expiry dates etc.
- Monitor and record food temperatures and temperatures of refrigerators and freezers.
- Ensure the kitchen and all equipment are kept clean and well maintained in accordance with cleaning schedules.
- Report any defects in equipment to the Catering Manager, Facilities Manager or Maintenance Technician.

Workforce Management

- Supervise Catering Assistants and volunteers who work in the department
- In absence of senior staff ensure rotas provide adequate and safe cover for all shifts.

Health and Safety

- Ensure safe systems of work are followed and maintained in the catering department, ensuring compliance with all relevant statutory requirements

- Support senior staff in ensuring the catering team are familiar with health and safety relevant to their duties
- Support senior staff in ensuring the catering team receive adequate and appropriate training in health and safety matters

General Duties

Confidentiality

- All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals

Equality and Diversity

- The Hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The Hospice expects all staff to behave in a way that recognises and respects diversity in line with the appropriate standards.

Health and Safety

- All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace
- All employees must comply with all Hospice Health and Safety Procedures Infection Control
- The prevention and control of infection is the responsibility of everyone who is employed by the Hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Information Governance

- All employees are responsible for ensuring they undertake any training relating to information governance, read the Hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

Professional Development

- All employees must participate in an annual appraisal and develop a personal development plan with their Line Manager
- All employees are responsible for maintaining their statutory and mandatory training.

Safeguarding Children, Young People and Vulnerable Adults

- The Hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to behave in such a way that supports this commitment
- In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the Hospice. Prior to undertaking any duties, the member of staff will have full training and induction. We won't ask any member of staff to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs

PERSON SPECIFICATION

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Hospice Band:	Corporate Band H

Requirements	Essential	Desirable	How identified
Education and Qualifications	<ul style="list-style-type: none"> Level 3 NVQ in Professional Cookery (7133/01/02) or equivalent Current CIEH Level 2 in Food Safety 	<ul style="list-style-type: none"> Food Safety in Catering/Healthier Food and Special Diets (7150) CIEH Level 3 in Supervising Food Safety/Intermediate Level Food Hygiene 	<p align="center">A, C</p> <p align="center">A, C</p>
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working in a professional kitchen Knowledge of dietary requirements Experience of stock control and wastage procedures Staff Management/supervision experience Experience of providing training to colleagues Knowledge of relevant Health and Safety legislation (including but not limited to; COSHH, HACCP and Manual Handling) 		
Personal skills and attributes	<ul style="list-style-type: none"> Able to follow and adhere procedures and policies Commitment to the Hospice Values Good interpersonal skills 		



	<ul style="list-style-type: none"> • Proactive • Flexible 		
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A= Application form

I=Interview

T=Test

C=Certificate

