

JOB DESCRIPTION:
REPORTS TO:

COOK
TBC

BASED AT:

ST ELIZABETH HOSPICE



JOB SUMMARY

To assist the Senior Cook in leading the team to ensure that high standards in food quality, safety and service are maintained at all times. Responsible for the preparation of food to the highest quality and to ensure the highest standards of cleanliness and hygiene in the kitchen and dining areas.

PERSONAL RESPONSIBILITIES

- Responsible for all food preparation, cooking and serving to the highest standard of all meals in the hospice, ensuring efficiency and consistent high quality is met at all times
- Liaise with clinical team on a daily basis regarding special requirements and dietary needs and nutrition of patients.
- Adhering to food hygiene regulations, Safer Food Better Business, HACCP and COSHH within the hospice kitchen on a daily basis.
- Working to a set timing and sequence of operations required to meet serving times and patient requirements.
- Assisting Senior Cook in creating new and innovative menus for patients, employees and visitors.
- To work with the Senior Cook on new ideas and costings for the café and front of house
- As far as possible to respond immediately to patient food requests.
- To operate various machines and equipment in relation to the preparation of food and cleaning of the kitchen and dining areas.
- To replenish vending machine as required.
- To ensure daily cleaning schedules are completed and signed. Ensuring a high level of hygiene and cleanliness is maintained at all times by self and team daily. Reporting inconsistencies to Senior Cook.
- In the absence of the Senior Cook to be responsible for cash handling and till reconciliation.
- To undertake training as required.
- Handling all donated food produce, being adaptable and creative with menus to ensure there is minimum waste.
- Daily management of stock levels within the hospice kitchens.
- In the absence of the Senior Cook to be responsible for placing all orders for consumables and supplies for the catering department, following procurement procedures and policies in place. Achieving the best price vs quality.
- To receive and check deliveries, ensuring the correct storage of all provisions and to delegate such duties as appropriate.
- Assisting Senior Cook with any external catering requirements
- Ensuring at all times that all allergens and special diets are adhered to, and compliance procedures are being followed, for example allergen labels correct and in place.
- To recognise indications of staff stress and to facilitate staff support.
- To participate in the induction of all new staff and volunteers as required.

- To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.
- To provide cover to the team in the event of annual leave and sickness absence.
- To be the delegate in the absence of the Senior Cook.

EDUCATIONAL RESPONSIBILITIES

- To participate in the Hospice education programme.
- To give feedback from attended education programmes/study days.

PERSONAL DEVELOPMENT

- To devise with the Hospitality Manager a personal development plan in line with the Hospice objectives and personal needs.
- To maintain and increase personal professional skills.

ORGANISATIONAL RESPONSIBILITIES

- To work at all times within the policies of the Hospice and act within Care Standards at all times.
- To uphold the Hospice and individual team values at all times.
- To ensure effective use of resources.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the nature of the Hospice and its work, the post holder may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE MANAGER IN CONJUNCTION WITH THE POSTHOLDER.



COOK
PERSON SPECIFICATION

Requirement	Essential/Desirable
Qualifications & Training <ul style="list-style-type: none"> • Basic Food Hygiene certificate • Health & Safety certificate • First Aid certificate • NVQ Level 1 or equivalent qualification or experience. 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>
Knowledge & Experience <ul style="list-style-type: none"> • Previous catering experience • Experience in healthcare environment 	<p>Essential</p> <p>Desirable</p>
Personal Qualities <ul style="list-style-type: none"> • Ability to communicate well with people on routine and operational matters • At ease serving and communicating with palliative care patients • Calm and patient nature with the ability to offer a caring service of the highest standard to our patients • 'Customer focus' - need for high standards of service to patients, staff and visitors • Excellent inter-personal skills • Team player - co-operative, friendly attitude • Flexible/positive work ethic • Flexible approach to working hours 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>