

st elizabeth hospice

Job title:	Chef
Reports to:	Head Chef
Department:	Catering/ Sustainable Estates
Based at:	Ipswich

Job summary:

To contribute to the delivery of high-quality catering services that support care of patients, visitors, colleagues and volunteers through the provision of a safe, nutritious and responsive catering service. Working as part of a flexible team, the postholder will help maintain excellent food safety, customer service and operational standards whilst supporting the wider values of St Elizabeth Hospice.

The Chef leads the day-to-day operation of the kitchen during allocated shifts, ensuring high quality food production, excellent patient experiences, and safe, efficient catering operations whilst supporting the entire catering team.

Safeguarding responsibilities:

- To demonstrate a commitment to keeping adults and young people safe
- To report any disclosure made to you to the appropriate person
- To report any safeguarding concerns in the workplace to the appropriate person
- To maintain an awareness of the hospice's policies in relation to safeguarding

Key responsibilities:

- Lead the preparation and service of high-quality meals across the Hospice
- Coordinate kitchen operations to deliver a safe and efficient service
- Ensure compliance with food safety, HACCP and allergen requirements
- Deliver responsive catering that meets individual dietary needs
- Support and develop Catering Assistants and Volunteers during shifts
- Promote high standards of quality, presentation and patient experiences
- Support stock management and minimise food waste
- Contribute to continuous improvement and service development

The Catering Team operates across early, mid and late shifts, seven days a week, to meet the needs of patients, visitors and colleagues. All members of the team are expected to work flexibly across shift patterns and support colleagues across functions where required.

Responsibilities for all staff:

- Act as a positive ambassador for St Elizabeth Hospice
- Where the postholder is a member of a professional body, comply to the professional standards set by that body. Ensure registration is current and practice continuous professional development.
- Because of the special nature of the hospice and its work, the postholder may on occasion be asked to undertake other duties to help maintain our high standards of care and engagement.

This job description is not necessarily exhaustive and may be subject to review by the line manager in conjunction with the postholder.

Person specification:

Requirement	Essential	Desirable
Qualifications & training	• Level 3 Food Hygiene Certificate (or commitment to attain) • NVQ Level 2 Professional Cookery	• First Aid at Work • Manual Handling training
Knowledge & experience	• Experience of working in a commercial or healthcare catering environment • Experience of preparing meals to a consistently high standard	• Experience of working with special diets and allergens • Experience of supervising and supporting colleagues during shifts
Specific skills	• Excellent food preparation and organisational skills • Ability to prioritise workload during busy service periods	• Menu development and recipe costing • Stock management and waste reduction
Personal qualities	• Reliable, professional & flexible • Friendly, approachable & calm • Positive, enthusiastic team player who enjoys supporting others • Passionate about delivering exceptional patient and customer experience	