

JOB DESCRIPTION

JOB TITLE	Cook
GRADE	Band 3
HOURS OF DUTY	To be agreed with Chef Manager
REPORTS TO	Chef Manager
KEY RELATIONSHIPS	Saint Francis Hospice Colleagues Managers Individuals in our Care External Visitors Volunteers
RESPONSIBLE FOR	This role does not have line management responsibility

JOB SUMMARY

You will be responsible for the provision of a high quality, nutritional, catering service by preparing, cooking, and serving all types of meals and snacks for individuals in our care, visitors, colleagues and volunteers, applying daily menu choices, ensuring delivery to all of a nourished, well-balanced diet.

MAIN DUTIES AND RESPONSIBILITIES

- To liaise with individuals in our care and their families, giving guidance on meal selections reflecting their dietary requirements
- To prepare, cook, and serve all types of meals / snacks for individuals in our care, visitors, colleagues, and volunteers, applying daily menu choice ensuring all individuals, visitors, colleagues and volunteers receive a nourished, well-balanced diet
- Check and manage stock levels, replenishing goods in date, recording of fridge/freezer temperatures
- Work within the budget set ensuring that food stock is managed appropriately and not over ordered, remaining securely stored
- Controls wastage and reports all wastage as appropriate
- Ensure that dishes are to specification with no over portioning
- Be responsible for the cleanliness of the kitchen and all associated areas to the required standards by adhering to cleaning rosters.
- To foster a good working relationship with all Trustees, Executive and departmental colleagues with whom the job interacts.
- Ensure all meals are prepared according to HACCP (Hazard Analysis and Critical Control Point) and food health and hygiene systems recording all evidence as required in line with the Environmental Health and Healthcare Commission.
- Promote the philosophy of hospice and palliative care through demonstration of the mission and values.
- Ensure compliance with relevant health and safety and other organisational policies and procedures
- To act in a manner that safeguards the interests of beneficiaries and upholds public trust and confidence in the hospice.

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- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
- Such other duties temporarily or on a continued basis, as may reasonably be required, commensurate with your role.
- Work to achieve our vision and values in respect of health and safety, inclusion, and the safeguarding of our people. Taking personal responsibility to comply with the principals/requirements.

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ADDITIONAL REQUIREMENTS OF POSTHOLDER

SENSITIVITY AND PROFESSIONALISM: As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with patients, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

CONFIDENTIALITY: The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

DATA PROTECTION: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.

EQUAL OPPORTUNITIES: The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

HEALTH AND SAFETY: All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This documents sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

HOSPICE IDENTITY BADGES: Hospice ID badges must be worn at all times whilst on duty.

SMOKING: The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

REGISTRATION COMPLIANCE/CODE OF CONDUCT: All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

WORKING TIME REGULATIONS: The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.

The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.

In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.

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PERSON SPECIFICATION

COOK

E = ESSENTIAL	D = DESIRABLE	
Demonstrating the Hospice Values –Compassionate, Collaborative3 and Creative <i>(This section is mandatory do not change)</i>		
Compassionate -We are a caring team, kind to each other and put the needs of individuals and their loved ones at the heart of what we do. Collaborative – We value working in partnership across our communities and are pro-active about nurturing relationships with our stakeholders. Creative – We are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working.	E	
Qualifications & Training		
☐ • Level 2 Food Safety Certificate	E	
Skills/Abilities/Knowledge		
☐ Demonstrable catering experience	E	
☐ Outstanding Cooking skills	E	
☐ Intermediate keyboard & IT Skills	E	
☐ Excellent customer service skills	E	
☐ Ability to communicate sensitively and diplomatically with a wide range of people	E	
☐ Ability to multi-task	E	
Other Requirements		
☐ Self Motivated	E	
☐ Flexible and adaptable in approach	E	
☐ Able to work as part of a team	E	
☐ Able to plan and manage busy workloads	E	
☐ Attention to detail	E	
☐ Committed to safeguarding and promoting the welfare adults at risk.	E	
☐ Committed to Health and safety	E	

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☐ Committed to equal opportunities and inclusion	E	
☐ Committed to continued professional development	E	
☐ Compliance to Data Protection Act 2018 and GDPR principles/requirements	E	
☐ Understanding and commitment to safeguarding principals/requirements	E	

I confirm that I have read the Job Description/Person Specification and the duties contained therein and accept the conditions of this role.

NAME:

SIGNATURE:

DATE: