

Job Description

POST:	Chef
CONTRACT:	Permanent
HOURS:	37.5 per week, working 5 out of 7 days, with flexibility to support Hospice events as required
SHIFT PATTERN:	7.30am – 3.30pm <u>or</u> 10am – 6pm (no split shifts)
ACCOUNTABLE TO:	Director of Finance and Resources
REPORTS TO:	Head Chef

JOB PURPOSE

Responding to patients' and customers' individual needs, ensure that high quality, appetising food is prepared in a safe, hygienic environment in line with policies & procedures.

KEY WORKING RELATIONSHIPS

- Head of Facilities
- Head Chef, Kitchen Assistants
- Café Supervisor and Assistants
- Hospitality Assistants
- Volunteers
- Ward Sisters
- Nursing Staff

MAIN DUTIES

- Working directly with Head Chef.
- Receive patient food orders from Hospitality Assistants for food service on the ward.
- Produce appetising, well presented meals of a high quality for lunch & tea service and some food preparation for the next day in the Courtyard Café.
- Produce cakes and/or biscuits for patients mid-morning, afternoon and evening. Ensure there is a range of appetising snacks which ward staff can provide for patients out of hours.
- Ensure patient's individual needs are met by being responsive to requests & dietary requirements.
- Supervise Kitchen Assistants and Volunteers on duty, and delegate basic foodpreparation as appropriate, commensurate with individual ability and training.
- Ensure the hygiene and cleanliness of the kitchen, its machinery and equipment is maintained to a high standard at all times.
- Ensure food is stored, prepared and disposed of in line with Food Safety regulations

- Complete and maintain department records and checklists as required.
- Ensure that all temperature charts and cleaning schedules are up to date to comply with Food Safety regulations.
- Ensure that all commodities are used economically and according to any specified procedures, and that waste is kept to a minimum.
- Maintain a high standard of personal hygiene and ensure personal protective equipment, e.g. hats are worn at all times.
- Ensure meals provided are prepared to a high standard.
- Ensure all food orders are delivered in a timely manner.
- Check and agree all catering deliveries prior to signing acceptance.
- Report any breakdown or defects in equipment or premises to the Facilities Coordinator using the Hospice helpdesk.
- Observe safe working practices generally and in accordance with policies & procedures: stop unsafe practice and report to Head Chef / Head of Facilities.
- Report any incidents and/or accidents via the Hospice's Incident & Near Miss reporting procedure.
- Maintain a high standard of personal hygiene, wearing a clean hospice kitchen uniform each day, according to Hospice policy.

General Responsibilities

- Undertake all mandatory training, and other training as required, in accordance with the hospice's Training Policy.
- Ensure personal Food Safety Level 3 Qualification is obtained within 6 months and maintained.
- Maintain confidentiality at all times, which includes, patients, relatives, staff and volunteer information.
- Work with others to maintain a positive team environment
- Ensure all Health & Safety procedures are adhered to within area of responsibility.

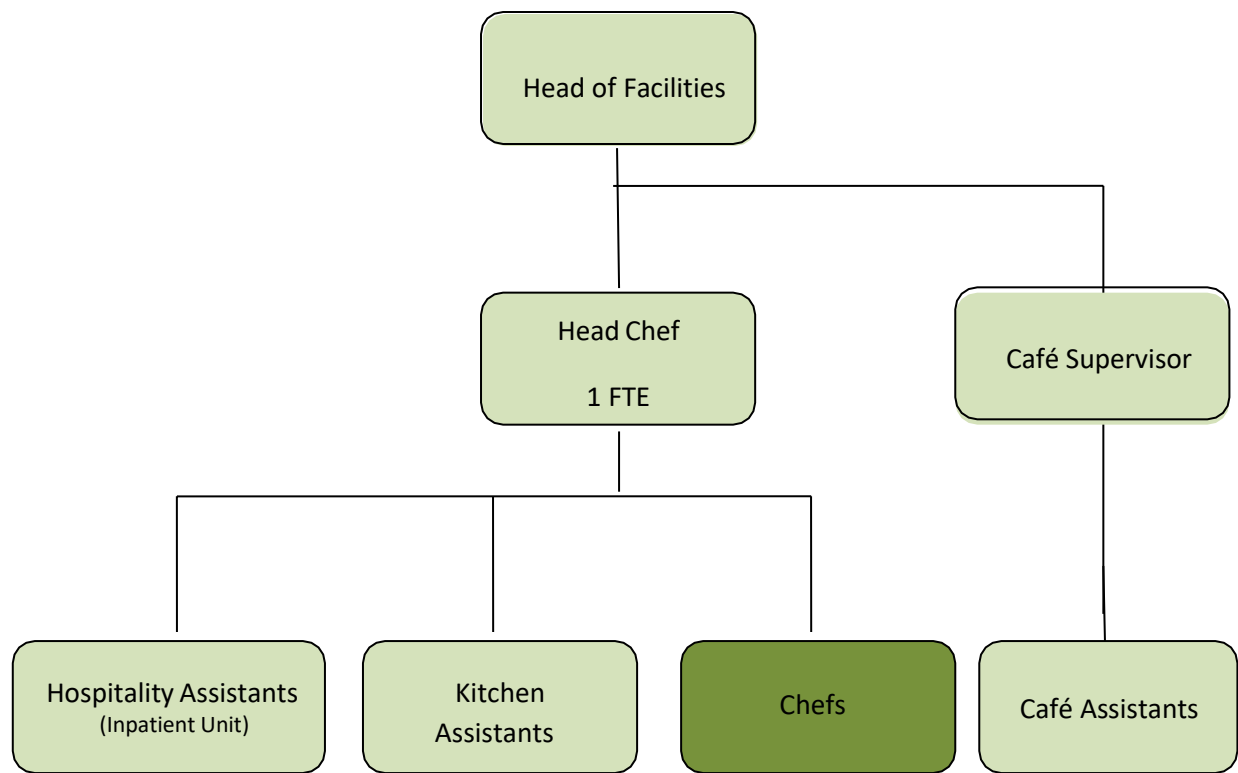
People and departmental management

- Supervision of Kitchen Assistants (paid and unpaid) during shift.

Other

- The principle duties listed above are intended to serve as a guide for the particular job covered in this specification, but all staff at St John's are expected to respond wholeheartedly to any reasonable requests by their line manager to ensure Hospice services are maintained at a high standard, whether listed or not.

Catering Department Structure



FTE = Full Time Equivalent (Full Time is 37.5 hours per week)

STANDARD/ENHANCED DISCLOSURE REQUIREMENT

Enhanced

DUTIES AND RESPONSIBILITIES TO ST. JOHN’S HOSPICE

1. Confidentiality

Each member of the Hospice staff is responsible for ensuring the confidentiality of any information relating to patients, personal information relating to staff, volunteers, supporters, visitors or contractors, financial information, commercial information, and for complying with all the requirements of the Data Protection Act and Caldicot Guidelines whilst carrying out the duties of the post. Any breaches in Hospice confidentiality will be dealt with by St. John’s Hospice Disciplinary Procedure and may result in dismissal.

2. Health and Safety

Each member of the St Johns Hospice staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and that they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

3. External Interests

Each member of the St Johns Hospice staff is responsible for ensuring that any external interest they have do not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict with their work. Each member of staff is reminded to refer to their employment contract in relation to any other secondary work that they may do alongside working for St John's Hospice and their obligations under the Working Time Directive.

4. Statutory Training

Each member of the St Johns Hospice staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

5. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the St John's Hospice to achieve its corporate goals and objectives.

6. Safeguarding

Each member of St John's Hospice staff is responsible for understanding their responsibilities for Safeguarding Children and Vulnerable Adults in accordance with their job role and any requirements they are obliged to follow as members of their profession. Staff should seek guidance from their immediate supervisor if in doubt.

7. Disclosure and Barring

Each member of staff is required to disclose any caution, fine, penalty or criminal conviction that may occur during the course of employment. This should include any motoring convictions as this may affect the staff member's ability to use Hospice vehicles. Any change in circumstance must be reported immediately to the staff member's supervisor so that any impact on ability to work in post can be assessed.

8. Equality and Inclusion

Each member of staff is required to undertake their duties with due regard for the provisions of the Equality Act 2010 i.e. not to discriminate against members of staff, patients, patient family members, volunteers, supporters, contractors and any visitors to the Hospice.

9. Volunteers

The role of volunteers is integral with the work of St John's Hospice and paid staff are required to underpin this in their attitude and actions.