

## **Job Description**

**Job Title:** Cook

**Grade:** Band 2

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## **Organisational Arrangements**

**Accountable to:** Catering Manager

**Other Accountabilities:** **Corporate Services Manager**

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## **Role Summary**

To assist with the efficient and successful running of the catering department to the agreed standards with regards to hygiene, cleanliness, food quality, safety and patient welfare.

To assist with the preparation of nutritionally balanced meals for patients, staff and visitors to acceptable standards of quality.

## **Key Responsibilities**

- To ensure the presentation of high quality meals using allocated ingredients and maintain high standards of hygiene and safety.
- Preparation of the specified menu planned for the day. Cooking of foods to standards as specified as per the recipe selected and using cooking methods to ensure that food is always served at its best - presenting food in suitable dishes with appropriate garnish.
- Ensuring sufficient food is provided at the correct time for each meal service and to the standard specified, keeping wastage to a minimum.
- Preparation of vegetables, fruits, salads, sandwiches, toast, teas and beverages.
- Preparing a number of different meals to order at any one time, occasionally dealing with unexpected special requests.
- Establish safe practice and methods of working, maintaining high standards of hygiene and cleanliness within the kitchen, meeting all statutory requirements. To ensure that all areas are clean and tidy.
- Cleaning of equipment and utensils. Keeping all areas clean and tidy in accordance with standards detailed in procedures as well as complying with hygiene and Health and Safety standards.
- Completion of all relevant forms required within shift; including
  - Cleaning schedules

- Daily records
- Wastage controls
- Cash taking
- Relevant cooking records.
- Storing items as per requirements, paying particular attention to good stock rotation practices and temperature controls and recording of same.
- Carrying out daily checks of store areas to highlight any shortages and order food accordingly.
- Report any equipment breakdowns to the Catering Manager or Corporate Services Manager promptly.
- Providing a friendly effective, efficient service. (NB the post holder will come into direct contact with patients, relatives, visitors, staff and volunteers)
- To maintain a high standard of personal hygiene and appearance.
- To maintain and wear the uniform provided whilst on duty. (Soft sole non-slip shoes essential, not provided).
- Compliance with all risk assessments, catering Health and Safety management plan, COSHH and Food Safety. Ensuring that care is exercised in handling, operating, safeguarding and maintaining equipment and appliances under the control of the catering service and to regularly update inventory records.
- Adhering to the Hospice No Smoking Policy
- To cover for annual leave and sickness.
- To work with other colleagues as a team member in order to meet the standard of service required by the Hospice. Maintain good work relations within the department and at all other levels.

To undertake any other duties commensurate with the grade and nature of this role.

## **Volunteers**

1. Dr Kershaw's Hospice is generously supported through its active volunteers who work alongside employees of the Hospice, across all departments, helping to fulfil the needs of the services.
2. As part of all roles at the Hospice, it is expected that all post holders commit to assisting and supporting volunteers to perform their roles to the best of their ability. In addition, it may be required of the post holder to act as a volunteer lead if identified with the Volunteer Co-coordinator, as appropriate.

## **Health and Safety/Security**

3. To be familiar with all requirements of the Health and Safety at Works Acts and the Hospice Health & Safety policies and regulations applicable to the post.
4. To co-operate actively with the nominated Health & Safety person in achieving the aims of the Hospice Health & Safety Policy, Fire Regulations, related issues and various procedures and ensure the legal requirements are met.
5. To take responsible care the health and safety of themselves and of others who may be affected by their acts or omission, and comply with the Health and Safety legislation.
6. To wear appropriate safety clothing and use appropriate safety devices as requires, and not to interfere with or misuse anything which is provided in the interests of health and safety.

7. To report and co-operate with the investigation of all incidents and accidents that have led to or may lead to injury and to report all hazards or shortcoming in the protection arrangements.
8. To ensure as far as predictable that all materials used within the Hospice and its subsidiaries for fundraising activities are properly stored, used and disposed of and that any items of equipment are properly tested, used, maintained and repaired as necessary.
9. To oversee appeals and event Risk Management Assessments and ensure outcomes are acted upon.

## **Education & Training**

The post holder will:

1. Participate in the appraisal system
2. Take responsibility for pursuing his/her own development and an agreed personal development plan.
3. Attend all mandatory training/update sessions.

## **General**

1. **Confidentiality** - It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Hospice policies are met in respect of information held on the Hospice computer system.
2. **Equal Opportunities** – The Hospice is committed to equality of opportunity. All staff are required to comply with current legislation and Hospice policies.
3. **Health and Safety** – Staff must ensure they are familiar with the requirements of the Health and Safety Work Act (1974) and the Hospice Health and Safety policies and regulations applicable to their post.
4. **Safeguarding** – Dr Kershaw's Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospice safeguarding policy. Regular safeguarding training updates will be held and are mandatory for all staff.

The above indicates the main duties that maybe reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

Due to the nature of the organisation you will undertake any other reasonable tasks or duties that are deemed to be within your capability, to meet the needs of the organisation's services and/or directed by a senior manager to whom you have a reporting relationship.



## **PERSON SPECIFICATION**

**JOB TITLE: COOK**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>

	The qualities without which a post holder would not be appointed.	Additional qualities which can be used to choose between candidates who meet all the criteria.	Application form/ Interview/ Certificate / Other.
<b>QUALIFICATIONS</b>	Food Hygiene Level 2 (up to date) Commitment to achieving Level 3 NVQ Level 2 catering certificate	Food Hygiene level 3 or relevant NVQ	Application form/CV/ interview and certificates
<b>EXPERIENCE</b>	Working in catering environment Special Diets	Experience in care home, hospice environment Food preparation in a health care setting Attending relevant meetings	Application form/CV /interview and references
<b>SKILLS/KNOWLEDGE</b>	Preparation of main meals from fresh ingredients Knowledge of safe food handling and storage understanding of environmental health standards for catering Skilled in using typical kitchen equipment found in commercial catering establishments. COSHH Ability to work in a busy kitchen environment under pressure Competent in Baking & Pastry		Application form/CV /interview and references.
<b>OTHER</b>	Kind, compassionate nature for dealing with patients, relatives An understanding of the charitable aims and ethos of the Hospice. Understanding of the importance of food and nutrition to Hospice patients. Able to work with Hospice volunteers and understand their role at the Hospice.	Experience working in a service delivery setting, preferably care	Interview/References