

Job Description

Job Title: Head Cook (Band 4)
Responsible to: Facilities Supervisor
Accountable to: Head of Estates

Job Summary:

The Head Cook will independently plan, prepare, and deliver high quality nutritional meals for children, families, visitors, and staff, including special dietary requirements. They will be able to co-ordinate weekly menu planning with the Deputy Hospice Manager whilst undertaking ordering and stock rotation to support this. This role will line manage an additional cook in the team and also line manage and coordinate of a team of volunteers. The Head Cook will be responsible for all health and safety matters relating to the kitchen, ensuring the highest level of hygiene, and health and safety standards at all times.

Key Responsibilities:

Meal/Food Preparation

- Coordinate menus and special dietary requirements, liaising with Deputy Hospice Manager and clinical staff regarding individual patient needs for e.g. pureed diets, specific allergen requirements
- Prepare and serve high quality and healthy meals within agreed timescales and in a cost effective manner for children, families and staff
- Work with the wider care services teams, providing food, snacks, and/or cakes as requested for various groups, events, and meetings
- Work with the wider care services teams to provide a catering service for larger scale special events; for example annual memory day service, annual light for love event

Kitchen Management

- Ensuring that all food is prepared and served within a clean and hygienic environment adhering to food hygiene regulations at all times
- Management of the day-to-day food supplies and orders
- Responsible for stock rotation for fridge, freezer and dry food stores, ensuring no stock is out of date
- Responsible for the receipt and safe storage of deliveries of food items
- Documentation of all the required daily food safety checks in 'Safer Food Better Business' record and 4 weekly review also undertaken and documented
- To ensure that systems such as refrigerator temperature monitors, and food labelling are carried out at all times
- Ensuring all records are kept up-to-date at all times
- Budget control
- Responsible for all Health & Safety matters related to the kitchen/catering department
- Ensure continual maintenance of catering equipment, reporting any equipment which is not working effectively or is felt to be a risk
- Ensuring all appropriate risk assessments and policies and procedures are in place, reviewed as required, and followed at all times

- To ensure the C.O.S.H.H regulations are fully complied with, data sheets of products are up to date, risk assessments are carried out and the outcomes communicated to staff
- Ensure kitchen & dining area are kept clean & tidy

People Management

- Undertake regular 1:1 meetings, annual appraisals and setting of relevant smart objectives in line with Hospice values & strategy
- Coordinate and ensure the weekly volunteer rota is covered across the 7 days
- To coordinate, direct and lead volunteers on a daily basis in the tasks required

Personal Development

- Maintain and extend personal knowledge and expertise by identifying personal learning and development needs and maintain up to date knowledge of legislation and best practice
- Undertake mandatory training as directed by the Practice Education Team
- Undertake training courses as deemed necessary for own development

This job description is not exhaustive and may be amended if necessary. It is intended as a guide to the duties and responsibilities of the Head Cook post.

General Claire House Requirements

- Adhere to and comply with organisational policies, procedures and guidelines at all times
- Implement risk management strategies (including reporting, registering risk and learning),
- Taking all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination
- Implement Health and Safety regulations through risk assessment whilst maintaining a constant awareness of health, welfare and safety issues affecting colleagues, service users, volunteers, visitors and themselves, reporting any accidents or faults in line with organisational policy
- Participate fully in Health and Safety training
- Comply with the organisational policy on confidentiality and the Data Protection Act 1998 relating to information held manually or on computerised systems
- Respect the confidentiality and privacy of children, young adults, volunteers and staff at all times

This post is deemed to have substantial access to children. It will be necessary therefore, before this appointment can be made, to contact the Criminal Records Bureau for an Enhanced Disclosure.

Person Specification: Head Cook

Criteria	Essential	Desirable
Qualifications & Special Training & Education	<ul style="list-style-type: none"> -Food Hygiene certificate min level 3 -City and Guilds/ NVQ 3 minimum -Knowledge of work procedures, practices and equipment for a catering service -Completion of an allergy awareness course -Experience of managing a small team 	<ul style="list-style-type: none"> -Food hygiene certificate level 4 -Appraisal training -Risk assessment training
Knowledge & Experience	<ul style="list-style-type: none"> -Knowledge and experience of devising menus and catering schedules -Knowledge of health and safety -Knowledge and experience of 'Safer Food Better Business' -Experience and knowledge of working in a hospice or similar environment -Experience of environmental health inspections -Knowledge and experience of special dietary requirements 	<ul style="list-style-type: none"> -Knowledge and experience of COSHH and risk assessments -Knowledge and experience of working with volunteers -Experience of working with and communicating with young people with complex health care needs -Experience of handling queries and complaints
Skills & Abilities	<ul style="list-style-type: none"> -Competent in cooking skills & menu planning -Effective core communication skills -Excellent organisational skills and ability to prioritise work load without compromising catering standards -Ability to plan and implement catering and cleaning schedules -Ability to record information in a concise, legible and accurate manner -Good basic IT skills i.e. able to use online ordering tools -Ability to delegate and lead by example 	<ul style="list-style-type: none"> -Competent in specialist cooking skills

	<ul style="list-style-type: none"> -Excellent interpersonal and team working skills -Communicate with peers and supervisors alike -Experience of managing a small team 	
Personal Qualities	<ul style="list-style-type: none"> -Positive/'Can Do' attitude -Self-Motivated -Enthusiastic -Flexible – able to cover a range of shifts over a 7-day period -Ability to adapt to change at short notice -Professional manner -Approachable -Honest and trustworthy -Understanding of professional boundaries 	