

Job Description

Job Title: Hospice Cook (Band 3)
Responsible to: Head Cook
Accountable to: Director of Clinical Services

Job Summary:

The Cook will independently prepare and deliver high quality nutritional meals for children, families, visitors, and staff, including special dietary requirements. This role will work alongside volunteers, acting as a point of contact and delegating duties on a daily basis. The Cook will be comply with all Health & 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
- Ensure stock rotation for fridge, freezer and dry food stores, checking food has not past the expiry date
- Take receipt of, and ensure 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
- Complies with 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 and followed at all times
- To ensure the C.O.S.H.H regulations are fully complied with
- Ensure kitchen & dining area are kept clean & tidy

People Management

- To coordinate, direct, lead, and delegate duties to 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 Hospice 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: Hospice Cook

Criteria	Essential	Desirable
Qualifications & Special Training & Education	<ul style="list-style-type: none"> -Basic Food Hygiene certificate -Recognised catering qualification (e.g. NVQ level 2 or equivalent) -Knowledge of work procedures, practices and equipment for a catering service -Completion of an allergy awareness course 	<ul style="list-style-type: none"> -Risk assessment training -Experience of meal planning
Knowledge & Experience	<ul style="list-style-type: none"> -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 -Effective core communication skills -Good organisational skills and ability to prioritise work load without compromising catering standards -Ability to record information in a concise, legible and accurate manner -Excellent interpersonal and team working skills -Communicate with peers and supervisors alike 	<ul style="list-style-type: none"> -Competent in specialist cooking skills -Ability to delegate and lead by example
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 	

	<ul style="list-style-type: none">-Professional manner-Approachable-Honest and trustworthy-Understanding of professional boundaries	
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