



**St Michael's  
Hospice**

## **Job Description and Person Specification**

**Job Title:** Chef

**Spinal Point Range:** 6,7,8

**Hours:** 37.5 hours per week Mon-Sun Inclusive

**Department:** Facilities

**Location:** St Michael's Hospice, Bartestree

**Reports to:** Catering Manager

**Responsibility for:** Supervising Commis Chefs, Chef Apprentices, Catering Assistants and Volunteers

### **Job Purpose:**

On each shift to supervise, cook and prepare food for all users of St Michael's Hospice; and to provide a catering service for the café and hospice events.

## **Responsibility Areas**

### **Service Provision**

- Take responsibility for the preparing and serving all food on each shift to strict deadlines whilst maintaining the high-end food standard
- Liaise with nursing staff each day to ensure special dietary requirements, such as puréed and soft meals, individual requests, and those nutritional needs are met for all patients.
- Where necessary, modify dishes to meet service user's dietary requirements
- Ensure the Commis Chefs, Chef Apprentices and Catering Assistants prepare the dishes according to the Catering Manager specifications and standards.
- Work with fresh, seasonal ingredients to create well balanced and innovative meals.
- Ensure religious food requirements are observed for all patients, staff and visitors
- Take charge when the Catering Manager is out of the kitchen

### **Planning and compliance**

- In the absence of the Catering Manager to coordinate the work of the Commis Chefs, Catering Assistants and volunteers.
- To prepare menus and order supplies in the absence of the Catering Manager.

- Ensure the kitchen on each shift operates in a safe working environment by complying with current legislation with regards to Food Hygiene Regulations, COSHH and HACCP. Specifically:
  - undertake the cleanliness checks of the kitchen at the start and end of the shift
  - ensure all food products to be prepared are not expired
  - ensure allergy labels are adequate
  - ensure Food Safety Documentation is maintained as per the charity's Food Safety Policy
  - ensure that all food is safe and served at an appropriate temperature
- Ensure minimum food spoilage and waste.

### **Problem solving**

- Addressing and resolving patients and customers complaints quickly
- Monitoring the kitchen area and the staff to ensure sanitation standards are maintained

### **People Management**

- Supervise daily activities on each shift for Commis Chefs, Chef Apprentices, Catering Assistants.

### **Person Specification**

#### **1) Specialist knowledge and experience**

#### **Essential**

- Experience of producing high quality food within in-house catering (e.g. schools, health care organisations) and/or restaurants
- In-depth knowledge of:
  - A wide range of foods and ingredients, food preparation methods and presentation
  - Suitability of varied food types relevant to the needs of different conditions – for example, diabetic, allergens, cultural diets, etc.
  - Kitchen routines and utensils
  - COSHH Infection Control and Health and Safety regulations and HACCP.
- Equivalent experience or a catering related qualification to City & Guilds Level (706/1 and 706/2 in Catering (City and Guilds))

Or

- A minimum of one of the following:
  - Level 3 in Advanced Professional Cookery (QCF) (7100-83)
  - Level 3 Diploma in Advanced Professional Cookery (QCF)
  - Level 3 Award in Healthier Food and Special Diets (7150)

#### **Desirable**

- Knowledge of key trends within the food retail environment
- Knowledge of dietary intake for patients at end of life, or very serious illness

- Experience of working within a care environment

## 2) Skills and behaviours

**Quality orientation** Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met. Puts the patient/customer first and works hard to meet patient/customer needs and looks after their interests.

**Persuasive Communication** Speaks clearly, fluently and in a compelling manner to both individuals and groups. Adapts style to suit others. Influences others in a way that results in acceptance, agreement or behaviour change

**Resilience** Maintains effective work behaviour in the face of set-backs or pressure. Remains calm, stable and in control of themselves.

**Flexibility** Successfully adapts to changing demands and conditions

**Action orientation** Demonstrates a readiness to make decisions, take initiative and originate action.

**Interpersonal sensitivity** Interacts with others in a sensitive and effective way. Respects and works well with others.

## 3) Special conditions

- Work weekends and evenings on a rota basis
- Physically demanding
- Long periods of standing and turning
- Hot, humid kitchens with limited space
- Exposed to regular hazards such as sharp instruments, hot liquids, and electrical catering equipment- grill, oven, microwave
- Potentially high risk of slips and trips in catering area
- This post is conditional to a standard Disclosure and Barring Service (DBS) Check.
- Unsocial hours payments:
  - Saturdays Payment at basic salary + 33.33%
  - Sundays Payment at basic salary + 66.66%
  - Bank Holidays Payment at basic salary + 66.66%

### Our values

- Respect, dignity and the privacy of our patients and families always come first
- Compassion and respect towards each other
- People are at the heart of everything we do
- Transparency and candour
- Collaborative working and a common-sense approach

### Equal Opportunities Statement

At St Michael's Hospice we are committed to an equal opportunities approach in everything we do. This means that we seek to ensure anyone connected with St Michael's, from

patients and families through to donors, supporters, volunteers and staff are treated fairly, appropriately and with dignity and respect.

**January 2023**