

Job Description and Person Specification



Job Title: Cook

Salary Range: Spinal point 5

Hours: 7.5 – 37.5

Department: Facilities

Location: St Michael's Hospice

Reports to: Catering Development Manager

Job Purpose:

To cook and prepare food for all users of St Michael's Hospice; and to provide a catering service as required for the Cafes and hospice events.

Responsibility Areas

Service Provision

- To prepare excellent, nutritious and enjoyable food for all service users of the kitchen following menus prepared by the Catering Development Manager within specified times
- Take responsibility for the preparing, presentation and serving of all food, on each shift to strict deadlines, whilst maintaining food standards.
- Liaise with nursing staff each day to ensure special dietary requirements, individual requests and nutritional needs are met for all patients
- Ensure compliance with dietary, religious and lifestyle choice food requirements are observed for all service users.
- Ensure that all food is safe and served at an appropriate temperature
- Take responsibility for food hygiene, health and safety and infection control within the kitchen, setting high cleanliness rules, practices and routines to avoid accidents, food spoilage and waste.
- Make sure statutory and environmental regulations are met including the recording of temperatures e.g. hot and cold served food, fridges, freezers, food deliveries, cooking equipment.
- Ensure the kitchen areas are maintained in a clean, tidy and safe condition, checking cleaning schedules and monitor, record and audit data relating to food hygiene
- In the absence of the Catering Development Manager or Chef, order provisions to fulfil the menu.
- To directly supervise the Kitchen Assistants, Kitchen Porters and Volunteers in the absence of the Catering Development Manager or Chef.
- Ensure the kitchen, on each shift operates in a safe working manner 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 have not expired

St Michael's Hospice A registered charity: number 511179

Registered Office: St Michael's Hospice, Bartestree, Hereford HR1 4HA

- ensure allergy labels are correct
 - 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 all fridge/freezer temperatures are recorded appropriately
- Ensure minimum food spoilage and waste.

Person Specification

1) Specialist knowledge and experience

Essential

- Extensive experience in catering and willingness to undertake further training appropriate to the role.

Experience and knowledge of catering:

- for special diets and tempting menu options
- In the provision of varied food types relevant to the needs of different conditions – for example, diabetic, allergens, cultural diets, etc.
- Working knowledge of COSHH Infection Control and Health and Safety regulations
- Knowledge and experience of working with HACCP
- Level 2 Food Safety Catering
- 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

Desirable

- 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 Diet & Nutrition
 - Level 3 Award in Healthier Food and Special Diets (7150)

2) Skills and behaviours

Organisation Organises own time effectively and creates own work schedules. Prioritises and prepares in advance. Sets realistic time-scales.

Patient/Customer Focus Puts the patient/customer first and is eager to please them. Works hard to meet patient/customer needs and looks after their interests.

Team Working Fits in with the team. Develops effective and supportive relationships with colleagues. Is considerate towards them and creates a sense of team spirit.

Quality Orientation Provides a quality service. Maintains high professional standards and gets work right first time.

Reliability Is reliable; follows directions from supervisors and respects policies and procedures. Shows commitment to the organisation and task completion.

Resilient Remains calm and self-controlled under pressure. Reacts well to change and stays positive despite setbacks. Keeps difficulties in perspective.

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

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.

August 2024