JOB DESCRIPTION

**Job Title:**  Chef

**Location:** St Mary’s Hospice, Ulverston

**Responsible to:** Hospitality Manager

**Contracted Hours:** Flexible up to full-time hours per week, (a certain degree of flexibility commensurate with the requirements of the post is necessary) *will include weekend working on a regular basis*

**Hours of Work:** Between 8am-6pm 7 days a week

**Job Description**

**Professional**

* To prepare, cook and serve home-made food to meet the daily requirements of patients and café customers. This will include hot meals, soups, salads, sandwiches, desserts, daily baking of cakes for the cafe and specialist dietary foods, according to menu plans or daily directions.
* To meet the patients daily to discuss their menu choices for the day and discuss any dietary needs
* Assist the Head Chef and the team in developing a range of dishes suitable for the café menu & specials
* To prepare, cook and serve food required for meetings, specialbuffets and events, according to catering requests.
* To adhere to Health & Safety and Food Safety Regulations, Hospice and relevant external, policies, procedures, standards and codes of practice, and best practice in food handling.
* Undertake safe practice and methods of working to ensure that cleanliness and housekeeping are maintained at all times.
* Deliver a 5 star level of food and service to hospice patients and café customers maintaining professionalism at all times
* To participate in departmental cleaning routines which will include, washing up, clearing food trays and stacker trolleys, work surfaces, the stove, oven and floors (this list is not

exhaustive).

* To maintain kitchen equipment and the environment in a clean and safe condition and report any maintenance requirements to the facilities department
* To ensure that all areas needing regular stock check and replenishment of provision are checked accordingly to procedure.
* Work closely with the Head Chef to control stock levels for all foods and by careful regular ordering and ensuring that stock rotation is carried out at each delivery
* Organise and control the efficient and economic production of quality food within the agreed budget
* Provide support, mentorship, induction and work place training for new starters directed by the Hospitality Manager & Head Chef
* Provide support for volunteers working within the department to enable them to complete assigned tasks and maintain their safety.
* Make recommendations for cost savings and efficiency improvements;
* Represent the hospice at outside events and present the Hospitality department in a positive light;
* Work to existing catering policies and procedures relating to the catering function.
* Maintaining accurate records for identifying needs for good service provision, ordering provisions and catering supplies.
* Planning, preparation, cooking and serving of food for the café and also for special functions which are well presented and of good quality.
* Ensuring that records are kept of all regular cleaning and maintenance. Ensuring that newly delivered supplies are checked, stored and rotated according to procedure.
* To be fully conversant with and competent to operate all systems and equipment relevant to area of work, as required after appropriate instruction.
* Report any accidents and near misses in line with the Hospices Accident Reporting Policy.

**Financial**

* To ensure the efficient and economic use is made of all resources.

**Management**

* Keep up to date with café trends and competition
* Direct and supervise apprentices, prep chefs, kitchen assistants and volunteers in catering tasks

**Communication**

* Maintain good relationships and communication with staff in all departments, volunteers, patients, customers, and board members;
* Represent the Hospice positively at outside events, meeting and functions.
* To be aware of the need to communicate with sensitivity and integrity at all times.
* To maintain patient confidentiality.
* Liaise with In Patient teams in order to identify patient needs, informing the Head Chef and wider team as appropriate.
* Attend & contribute to regular staff briefing sessions, in order to be informed of policy, procedure or organisational change

**Training and Development**

* To attend mandatory training days in order to maintain organisational standards.
* Participate in annual appraisal to monitor professional performance and identify training needs.
* Undertake and utilise training and development required for the post to enhance working skills and knowledge of self to improve service delivery & customer service

**Allocation and checking of work**

* Responsible for checking that all work meets Hospice standards
* Work to planned menus
* Assist in developing new menus
* Monitor own standard under direction of Head Chef and Hospitality Manager
* At all times maintain statutory regulations and food hygiene best practice

**Physical Effort**

* The work is physically demanding and will include constant standing, walking, stretching, bending, moving and handling of equipment and stores.
* There will also be the requirement to frequently handle heavy cooking pots.
* Activity will continue for the whole of each shift. The work requires speed and accuracy.
* The work sometimes requires shift patterns including early mornings and

weekends

**Working Conditions**

* Hot, humid conditions in the kitchen
* There will be use of gas and electrical equipment, industrial catering equipment, hazards in the form of sharp implements etc.
* The need to wear protective clothing when in the kitchen
* Regular exposure to death, dying and bereavement
* Daily contact with patients and relatives who may be distressed

**Contact with others**

**Internal**

* Management Team, all staff and volunteers, patients and their visitors, Professional visitors and VIP’s

**External**

* The candidate will be expected to meet external stakeholders, suppliers and clients. Produce suppliers, Professional representatives, Workmen and contracted maintenance engineers, Statutory Inspectors

**Other Duties**

* Carry out any other duties as required by the Chief Executive, which may be required to ensure smooth running of the department in all areas.
* To undertake such other relevant duties and responsibilities to the grade, as may be required from time to time

**Health and Safety**

* Comply with Hospice policies, procedures and protocols

**Person Specification**

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|  | Essential | Desirable |
| Qualifications and knowledge | Professional Chef qualification  Basic Food Hygiene certificate  Health and safety in a kitchen environment  Infection Control | Manual Handling  A good knowledge of health care related nutritional requirements in a care setting |
| Experience | Proven experience in a kitchen environment preparing and cooking meals from fresh ingredients.  Baking regularly |  |
| Communication skills | Strong verbal communication.  The ability to listen and take instructions |  |
| Personal Attributes | Team worker.  Working under pressure.  The ability to work in an unpredictable environment and to change activities at other’s request or on own initiative.  To be sensitive and perceptive.  Naturally friendly  Calm  Confident |  |