

Job Description – Bank Chef/Cook

Reports to:	Chef Manager & Chef
Location:	Hardwick Lane, Bury St Edmunds, Suffolk, IP33 2QY
Job Purpose:	Responsible for the preparation and cooking of dishes for all types of meals, including special diets, for patients, staff and visitors and to cater for meeting and special Hospice events.

Key Responsibilities or Duties:

1. Preparation of meals including special diets for patient's staff and visitors.
2. To ensure the particular dietary requests of patients are met wherever practicable.
3. Cooking of meals as directed by Catering Manager/Chef.
4. Cleaning of kitchen areas, utensils and equipment.
5. Preparation of lunches/buffets etc., for specific events and meetings.
6. To rotate and restock satellite kitchen and service areas under direction of senior catering staff when normal staff away.
7. To ensure the correct and economic use of provisions, cleaning materials and equipment.
8. Reporting any mechanical and electrical defects and repair requirements.
9. To maintain hygiene standards in the food preparation areas adhering to all current food handling regulations and Hospice policies.
10. To ensure the correct method of waste disposal.
11. To undertake other duties as may be required.
12. Recording of food temperatures, cleaning schedules as tasks are completed.

Special Features of the job

Attend monthly meetings which maybe outside normal working hours e.g. weekday afternoon to actively contribute to the continual monitoring and development of the service and setting of standards.

Personal Development

- All staff and volunteers in the Hospice are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1's with Line Managers or senior colleagues, annual appraisal and development reviews.
- All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.
- Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

Health and Safety

- All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
- Employees of St Nicholas Hospice Care are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

General

- At the heart of our strategic vision, our "One Team" approach aims to support creative and flexible responses from every member of our workforce in order to benefit each and every person using our services, from clinical care, retail, fundraising, education and the support services. There is an expectation for everyone to support colleagues beyond their own team.
- Ensure that all within the team have a grasp of the Hospice's structure, values and purpose and have opportunities for involvement in its further development.
- Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
- Promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- Undertake any other duties which may be reasonably required.
- The philosophy of the Hospice is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of St Nicholas and paid staff are required to underpin this in their attitude and actions.
- All staff must be sympathetic to and able to project the philosophy and concept of hospice care.

- The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
- This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder.

References:

Recruitment Policy
Education and Training Policy
Disciplinary Policy
Health and Safety Policy

Job Description dated: May 2013