**EAST LANCASHIRE HOSPICE**

**Registered Charity No: 1075653**

|  |
| --- |
| **Job Title: Chef** **Accountable to: Head of Catering**  |

**KEY PERFORMANCE AREAS**

* Actively promote the café retreat brand and contribute to income generation
* Prepare, cook and present appetising and delicious food meeting quality standards in terms of taste, presentation and expectations
* Supervise, inspire and motivate others working alongside them, leading by example, setting the pace and ensuring quality standards are met recognising and praising good performance and highlighting areas for improvement
* Contribute to the development of a seasonal, inspiring and innovative menus reflecting a home cooked, bistro style that uses fresh produce, meets all dietary requirements and provides choice and caters to the identified preferences of our patients
* Liaise with clinical staff regarding patients dietary needs
* Communicate all patient’s dietary needs to catering team
* Support provision of catering for hospice events by assisting the Head of Catering with planning, preparation, cooking and presenting food to the given brief
* Ensure record of payment for food purchases and that the correct money is taken and securely stored
* Contribute to ordering and storage of supplies to ensure stock is available
* Respond quickly and effectively to requests by patients or visitors for snacks with a positive helpful attitude
* Contribute to writing menus, specials and recipes and be willing to trial new ingredients
* Uphold recipe standardisation and uphold consistency
* Contribute to catering events held in the hospice and outside catering events in the community

**PROFESSIONAL RESPONSIBILITIES**

* Maintain appropriate and respectful professional relationships with colleagues and other staff
* Exercise good personal time management, punctuality, appearance and consistent reliable attendance
* Ensure that personal actions and conduct apply with hospice policies and procedures
* Ensure effective use of hospice resources
* Act as an ambassador for the East Lancashire Hospice promoting at all times our vision which is to help everyone who comes into contact with the hospice to make the most of life. We do this by committing to our values: to care, listen, respect and work together to support people to live well until they die and support those affected by death

**PERSONAL DEVELOPMENT**

* Access mandatory training appropriate to the role
* Participate in the hospice appraisal system and access training opportunities to improve own knowledge and skills
* Participate in the education and training of others as appropriate to the role
* Contribute to Catering Assistant and volunteers development to enhance service delivery

**MANAGING SERVICES**

* Ensure a safe environment by ensuring the reporting of hazards and incidents, completion of relevant risk assessments, investigation of incidents and implementation of risk reduction measures
* Ensure effective use of all resources within allocated budget
* Implement measures to reduce food waste such as stock rotation, portion control and effective use of supplies
* Before accepting any food supplies, check for quality and use by dates etc, and then store and record deliveries in the appropriate place

**MANAGING PEOPLE**

* Contribute to recruit staff and volunteers in accordance with hospice policy and procedures
* Contribute to induction of new staff and volunteers in accordance with hospice policy and procedures to ensure they have the appropriate information and training to carry out their role
* Contribute to ensure all staff have an annual PDR to assess performance and identify development needs
* Contribute to facilitate staff development to enhance service delivery
* Contribute to organising and managing staff in accordance with hospice policies and procedures

**STATUTORY DUTIES**

* Ensure the security of information accessed in the course of your duties ensuring compliance with the Data Protection Act, Caldicott principles and information governance best practice guidance
* Report any hazards or incidents in accordance with the Health Safety and Risk Management Policy and procedures
* Comply with the East Lancashire Hospice ‘no smoking’ policy in all hospice premises and grounds
* Be responsible for maintaining own vaccinations including Hepatitis B immunity (as applicable)
* Ensure that infection control measures are followed in relation to your role
* Work at all times to safeguard the rights of individuals promoting their wellbeing and protecting those at risk from harm, acting on any concerns related to safeguarding children and adults at risk in line with policy and local guidance
* Work at all times to respect people’s individuality, rights and diversity to ensure equality

**WORKING HOURS**

The post holder will work their 25 hours flexibly. These will be worked according to a rota of up to any 5 days of a 7 day working week.

**NOTES**

This job description reflects how the post currently meets the needs of the service. Since the hospice is constantly developing and changing its services to ensure it meets the needs of the community it serves, the role and responsibilities of the post holder may change accordingly.

This job description will be reviewed annually at the annual PDR and may change as is deemed necessary.

**ACCEPTANCE OF JOB DESCRIPTION**

I confirm I accept the duties contained in the above job description.

**PRINT NAME:** ............………………………………………….

**SIGNED**: ……….……………………………………….. **DATE:** ……..…………………

**EAST LANCASHIRE HOSPICE**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| Date | Post | Recruiting manager |
|  | Criteria | Essential | Desirable | Tested By |
| **Experience** | E1 Preparing, cooking and presenting appetising and delicious food that is tasty and well -presented E2 Cooking across all areas in a kitchen that delivers high quality bistro food to over 50 covers at one serviceE3 Supervision of others inspiring, motivating and role modelling to ensure high quality catering provision recognising and praising good performance and highlighting areas for improvementE4 Contribution to the development of a seasonal, inspiring and innovative menu reflecting a home cooked, bistro style that uses fresh produce, E5 Support provision of catering for events planning, preparation, cooking and presenting food to the given briefE6 Contribution to ordering and storage of supplies to ensure stock is available E7 Implementing measures to reduce food waste such as stock rotation, portion control and effective use of supplies E8 recruitment, induction and development of catering staff | ✓✓✓ | ✓✓✓✓✓ | TestApplication, Interview, Application, Interview, TestApplication, Interview, TestApplication, Interview, TestApplication, Interview, TestApplication, InterviewApplication, Interview |
| **Qualifications** | Q1 Food hygiene certificate- obtained within last 3 yearsQ2 Level 3 qualification in cooking   |  | ✓✓ | Application, InterviewApplication, Interview |
| **Knowledge** | K1 Understanding of different dietary requirements to meet health, cultural, faith needsK2 Understanding of food hygiene requirements and environmental health standardsK3 Understanding and observation of C.O.S.H.H. regulations (Control of Substances Hazardous to Health) is at a level consistent with the roleK4 Demonstrate a comprehensive understanding of the principals involved in the production and preparation of cook-chill products K5 Understand food allergens rules and regulations and how these are implemented in practice |  | ✓✓✓✓✓ | Application, Interview, Application, Interview, Application, InterviewApplication, InterviewApplication, Interview |
| **Skills** | S1 Producing delicious home cooked foodS2 Presenting food in an appetising way |  | ✓✓ | TestTest |
| **Personal****Attributes** | PA1 Positive and willing to learnPA2 Punctual and reliablePA2 Creative and enthusiastic about cooking | ✓✓✓ |  | Interview |