



## Job Description

<b>Job Title:</b>	Chef
<b>Department:</b>	Facilities Department
<b>Responsible to:</b>	Catering Manager

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### **1. Job Purpose**

To work as part of the Catering Team taking responsibility and accountability for the provision of attractive, nutritious meals and other refreshments as required to patients, staff and visitors within St Oswalds and for maintaining a high quality of presentation and choice.

### **2. Main accountabilities, responsibilities and duties**

#### **Leading and Developing the Service**

- To be responsible for the day to day management of the catering team in the kitchen when on shift, in the absence of the Catering Manager.
- To work with the Catering Manager and other chefs in leading the preparation of all meals and refreshments.
- To assist the Catering Manager in ensuring the department runs efficiently and effectively, with good working practices.
- To assist the Catering Manager to develop catering ideas in responding to the needs of people with life limiting / threatening illnesses, ensuring adult patients and children have the best nutrition to meet their specific needs.
- To maintain the production and presentation of smooth food diets and IDDSI (International Dysphagia Diet Standardisation Initiative) framework.
- To liaise with the nursing team and speak with all new patients to discuss their dietary requirements, using the Nutritional Assessment Form.

#### **Menu Planning**

- To assist the Catering Manager devise and create menus for Inpatient Units, Day Services, Children and Young Adults, Hospitality and the Main Staff Dining Room including updating menus regularly.
- To liaise with the nursing staff at St Oswald's with regard to specialist diets or requirements, religion and/or choices, and associated menus.

#### **Ordering and Stock Control – in the Catering Manager's absence, to:**

- Assist in the monitoring of stock needs relating to daily menus and hospitality and relay orders via printed sheet on a weekly basis in the Catering Manager's absence.

- Ensure that adequate stock is maintained to ensure smooth running of catering operations.
- Maintain delivery temperature records on a daily basis.

### **Temperature Controls**

- To maintain accurate daily recordings of all temperature controls within all areas of responsibility for the Catering department within St Oswalds.

### **Food Samples**

- To ensure food samples are taken and stored in freezer and disposed of after seven days.

### **Rotas**

- To ensure that sufficient staff are on duty where necessary in the absence of the Catering Manager
- To ensure sufficient cover on a daily basis of volunteers in the absence of the Catering Manager.

### **Co-ordination of Staff and Volunteers – when on shift the Chef must:**

- Oversee the tasks and duties of the catering assistants, ward catering assistants and volunteers on a daily basis, including the prioritisation of jobs where necessary.
- Provide on the job training to catering assistants and ward catering assistants to ensure a high standard of presentation is maintained and to help develop their individual skills.

### **Cleaning Schedules**

- As part of the Catering Team maintain a high standard of cleanliness in the main kitchen, dining area and all other kitchen areas identified throughout the Hospice, ensuring department cleaning routines are strictly adhered to.
- To keep cleaning schedule records.

### **Equipment**

- To monitor and report problems with equipment to the Catering Manager or Facilities help desk.

### **Education/Training**

- To liaise with and assist the nursing staff to develop and promote any necessary nutritional guidelines, including culinary demonstrations and talks.

### **3. Self Development**

To undertake appropriate personal development and maintain, develop skills and knowledge as determined by an annual review and development meetings subject to the availability of resources.

#### **4. Working Relationships & Team Working**

To work as a positive team member at all times and in accordance with St Oswalds Respect at Work Policy and procedure.

#### **5. Conduct**

To adhere to all St Oswald's policies and to ensure that these are maintained at all times. To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation and thereby generating a positive image of St Oswalds Hospice.

#### **6. Risk Management including Health & Safety**

To adhere to St Oswald's Health and Safety policy as set out in St Oswald's Health and Safety policy statement.

To attend all health and safety training St Oswalds deems mandatory.

#### **7. Other**

To undertake any other duties as appropriate within the competence level and general level of responsibility of the post as required by the Catering Manager.

The job description reflects the immediate requirements and objectives of the post. It is not an exhaustive list of the duties but gives a general indication of the level of work undertaking, which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

#### **Risk Assessment**

To be updated

#### **Disclosure / Level**

An Enhanced Disclosure and Barring Service check is required

**Prepared by:** Jane Hamblin, Head of Facilities

**Date:** Updated July 2022 – Maureen Raper, Catering Manager

**PERSON SPECIFICATION  
CHEF**

**A – APPLICATION FORM | A – INTERVIEW / ASSESSMENT**

	Essential	Desirable	Where assessed
<b>QUALIFICATIONS TRAINING AND EDUCATION</b>			
Level 3 NVQ in Professional Cookery or City and Guilds 706/1 and 706/2.	X		A
Food Hygiene Certificate - Basic	X		A
Food Hygiene Certificate – Intermediate Level 3		X	
<b>EXPERIENCE</b>			
Between 2 and 5 years' experience working as a Chef	X		A
Preparation and cooking for a variety of hospitality requirements, potentially for a high number of guests.	X		A/I
Experience of supervising Catering Assistants.	X		A
Preparation and cooking of meals for all ages of patients, children, staff and visitors.		X	A/I
Experience of working with Volunteers.		X	A
Experience of working in a residential care environment		X	A
<b>SKILLS, APTITUDES AND ABILITIES</b>			
Able to work as part of a team	X		A/I
Able to work alone	X		A/I
Able to co-ordinate a team including prioritising the work of self and others work	X		A/I
Able to develop and maintain effective relationships with a wide range of colleagues and client groups.	X		A/I
IT literate	X		A
Emotional skills required for dealing with distress and anxiety of patients and their families.	X		A/I
<b>PERSONAL ATTRIBUTES</b>			
Demonstrates St Oswald's values of Care & Compassion, Accountable and Authentic, Positive and Can Do, Excellence and Innovation	X		I
Resilient, demonstrating stamina and ability to bounce back	X		I
Able to use initiative	X		I
Motivated, driven, enthusiastic	X		I
Good communication and interpersonal skills.	X		I

<b>KNOWLEDGE</b>			
Knowledge of preparation of balanced and nutritional meals for a range of needs	X		A
Working knowledge of health and safety issues relevant to a catering environment	X		A
A knowledge of specialist catering for palliative care patients and children		X	A
Knowledge of specialist diets, e.g. smooth foods, IDDSI (International Dysphagia Diet Standardisation Initiative)		X	A
<b><u>OTHER</u></b>			
Able to work in a busy, demanding environment.			
Able to work flexibly.			
<b>WORKING ARRANGEMENTS</b>			
Hours will be worked over 7 days, on a rota basis, normally between the hours of 7.30 am and 6.30 pm The Hospice is open 365 days per year and rota includes weekends and bank holidays			
<b>SIGNED</b>	(Line Manager) Maureen Raper		
<b>DATE</b>	July 2022		