

JOB DESCRIPTION

Job Title: Multi-Site Cook

Department: Facilities

Hours of Work: Monday to Sunday

Location: Fair Havens & Little Havens

Responsible to: Catering Manager

Responsible for: No direct reports

Key Relationships: Staff
Managers
Patients
External healthcare practitioners
Volunteers

Job Purpose:

You will be responsible for the provision of a high quality, nutritional, catering service by preparing, cooking, and serving all types of meals and snacks for patients, visitors, staff and volunteers, applying daily menu choices, ensuring delivery to all of a nourished, well balanced diet.

Principal Responsibilities:

- To liaise with patients and their families, giving guidance on meal selections reflecting their dietary requirements across both Havens Hospices sites (Little Havens & Fair Havens)
- To prepare, cook, and serve all types of meals / snacks for patients, visitors, staff and volunteers, applying daily menu choice ensuring all patients, visitors, staff and volunteers receive a nourished, well balanced diet.
- Check and manage stock levels, replenishing goods in date, recording of fridge/freezer temperatures.
- Work within the budget set ensuring that food stock is managed appropriately and not over ordered, remaining securely stored
- Controls wastage and reports all wastage as appropriate

- ensure that dishes are to specification with no over portioning
- Be responsible for the cleanliness of the kitchen and all associated areas to the required standards by adhering to cleaning rosters.
- Aid in supervising volunteers to ensure all work is performed safely and hygienically, in accordance with Health & Safety and Hygiene standards.
- To foster a good working relationship with all Trustees, Executive and department staff with whom the job interacts.
- Ensure all meals are prepared according to HACCP (Hazard Analysis and Critical Control Point) and food health and hygiene systems recording all evidence as required in line with the Environmental Health and Healthcare Commission.
- Promote the philosophy of hospice and palliative care through demonstration of the mission and values. Participate in appropriate internal and external educational programmes to ensure continued professional development and accurate and up to date knowledge.
- Ensure compliance with relevant health and safety and other organisational policies and procedures
- To act in a manner that safeguards the interests of beneficiaries and upholds public trust and confidence in the hospice.
- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
- Such other duties temporarily or on a continued basis, as may reasonably be required, commensurate with your role.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.

MONTH 2022

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS <ul style="list-style-type: none"> • Basic Food Hygiene Certificate 	
KNOWLEDGE AND EXPERIENCE <ul style="list-style-type: none"> • Demonstrable catering experience 	<ul style="list-style-type: none"> • Experience of dealing with special dietary requirements
KEY SKILLS <ul style="list-style-type: none"> • Intermediate keyboard & IT skills • Excellent customer service skills • Ability to communicate sensitively and diplomatically with a wide range of people • Ability to multi-task 	
PERSONAL QUALITIES <ul style="list-style-type: none"> • Self-motivated • Flexible and adaptable in approach • Able to work as part of a team • Able to plan and manage busy and competing workloads • Problem solver/creative thinker • Strong communicator and negotiator • Attention to detail 	<ul style="list-style-type: none"> • Driven by a charitable mission
OTHER <ul style="list-style-type: none"> • Understanding of the requirement to work out over and above working hours as needed. • Committed to safeguarding and promoting the welfare of children, young people and adults at risk. • Committed to Health and safety 	<ul style="list-style-type: none"> • Full UK driving license • Full covid vaccination

<ul style="list-style-type: none">• Committed to equal opportunities and inclusion• Committed to continued professional development• Compliance to Data Protection Act 2018 and GDPR principles/requirements	
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