

## **JOB DESCRIPTION**

<b>Job Title:</b>	Chef
<b>Reporting to:</b>	Head of Hospice Services
<b>Salary</b>	£21,958.56
<b>Hours:</b>	30 hours
<b>Main work base:</b>	Mount Edgcumbe Hospice, St Austell

### **Job Role:**

#### **Organisational responsibilities:**

**Health & Safety** - as an employee of Cornwall Hospice you will be expected to work safely and considering others who may be affected by your work activities. You will need to work in accordance with the Health & Safety Policy and to follow training you have been given when using any equipment, substance, safety device or safe system of work. All safety issues must be reported immediately to the appropriate manager.

**Policies and procedures** – awareness and compliance with the policies and procedures detailed in the Staff Handbook is essential.

**Ambassador** – you will be asked to act as an ‘ambassador’ for Cornwall Hospice and ensure that whenever possible, you positively promote our purpose and values to the wider public.

**IT** – IT literacy is a skill which is required for all CH posts you will be expected to use the staff intranet and access information using our IT based procedures.

**Confidentiality** – you will be required to maintain strict confidentiality of all information relating to CH, its patients, their relatives, staff, volunteers, business matters and shops.

### **Job specific duties and responsibilities:**

To carry out preparation, production and high quality service, of all meals and functions to patients, visitors and staff. To ensure that preparation is carried out before next shift.

	<b>Summary</b>
1	To prepare all meals for patients and staff. Provide a varied and balanced menu on an agreed menu rotation in conjunction with the Catering Supervisor. Standardise meals by following appropriate recipes as detailed by the Care Quality Commission regulations and carry out preparation and presentation of hot/cold foods.
2	Preparation of special diets (individual) if required. Checking all items for each patient to ensure they meet the diet requirements and individual patient needs.
3	Receiving and checking of all foodstuffs against invoices.
4	Overseeing the labelling and storage of all foods.
5	Checking at all service areas throughout the site to ensure the highest quality, quantity and presentation of meals are provided.
6	Ensure efficient and economical use of food/produce.
7	Ensure use of resources in line with agreed budget.
8	To assist with special functions/events as required.
9	Collation of patient's/visitors/relatives and staff meal numbers and details.
10	To assist the Catering Supervisor with administration duties when required.
11	To partake in regular team meetings.
12	To evidence on-going education/mandatory and/or appropriate training and keep up-to-date with developments of catering practices.
13	To take all necessary steps to ensure the maximum security of the catering area and all equipment and supplies contained therein. Ensure all schedules/duties are signed off.
	<b>Health and Safety</b>
1	To report immediately any accidents or incidents involving patients, staff, or members of the public to the line manager.
2	Promote the highest standard of cleanliness and hygiene at all times. To wear a clean uniform for each shift.
3	Being aware of Fire Regulations, Health and Safety at Work Act 1974 and maintain a safe working environment.

4	To be responsible for maintaining a high standard of hygiene and cleanliness within the work area required for the Food Hygiene Regulations and Food Safety Act.
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## **General**

This job description is intended to provide an outline of the duties and responsibilities of the post and is not exhaustive and may be amended periodically as necessary. The post holder may be asked to undertake other duties within the general level and scope of the post and to work at other CHC sites as required.