

JOB DESCRIPTION – COOK

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JOB DESCRIPTION	
JOB TITLE:	Cook
REPORTS TO:	Head of Catering / Senior Cook
CONTEXT: The Hospice of St Francis Charity provides essential free care across West Hertfordshire and South Buckinghamshire and inspires people to raise over £5million every single year to fund this care. Our care at home and in the Hospice, delivered through inter-disciplinary teams and skilled volunteers is rated outstanding by the Care Quality Commission. As a local employer we aspire to meet this ‘outstanding’ rating in all aspects of what we do, from the experience of staff and volunteers through to our compliance with the corporate, financial, fundraising, charity and trading regulations for our business.	
OVERALL JOB PURPOSE: <ul style="list-style-type: none">➤ To work within the kitchen providing a catering service for patients, staff and visitors as directed by the Catering Manager. Catering for Hospice functions may also be required.➤ To assist the Catering Manager and/or Senior Cook in providing a nutritious, well balanced diet for patients, staff and visitors to a high standard of preparation and within budgetary requirements.➤ To have a flexible approach, ensuring any specific dietary requirements are met in accordance with information received from the clinical team, the patients and the patients’ relatives.➤ Represent the organisation and uphold the organisations reputation and values➤ To support the organisations income generation activity	
KEY RESPONSIBILITIES:	
1. Operational	
1.1 Maintain high standards of hygiene at all times in accordance with environmental health and Safer Food, Better Business for preparation of food, and the handling and storage of goods.	
1.2 Assist with menu planning to meet the specific nutritional needs of patients and provide guidance and leadership for the catering assistants including consideration for the reduction of waste	
1.3 Be available to meet with patients to discuss their eating requirements when required	
1.4 Assist in the provision of food for Hospice education, social and fundraising events when required.	
1.5 To have good knowledge of various cooking methods, such as boiling, grilling, roasting and reheating	
1.6 Supervise catering assistant (in absence of Catering Manager or Senior Cook) and IPU volunteers ensuring compliance with Hospice guidelines and Environmental Health regulations when Catering Manager or Senior Cook is not on duty.	
1.7 Work as a team with catering and all other hospice staff and volunteers.	
1.8 Maintain the Hospice Values including contributing to a culture within the catering team that ensures that patients and families are served with kindness and respect at all times	
1.9 Demonstrate professional expertise and ensure all tasks are completed in line with best practice and Hospice policy	

This list of tasks and responsibilities is not exhaustive and the job holder may be required to undertake other relevant and appropriate duties as required by the Manager. This Job Description can be amended by agreement with the Post Holder and Manager.

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1.10 Support the department and charity strategy, and help identify opportunities and challenges
1.11 Deliver and maintain professional relationships with individuals and organisations whether direct, or indirect interface with The Hospice of St Francis
1.12 Work with productivity measures and best practice to accomplish individual objectives that contribute to the department goals
2. Productivity
2.1 Record all environmental health checks in line with current regulations as directed by Catering Manager.
2.2 Report any faulty equipment to Catering Manager &/or Senior Cook.
2.3 Carry out daily cleaning of catering areas, equipment and surfaces in accordance with Hospice guidelines and environmental health requirements. Ensure washing up is done as required
2.4 To ensure that they flag up when a product is running low using the processes in place
2.5 To ensure that the kitchen is clean and both serveries are stocked at the end of a late shift.
2.6 Support the Head of Department/Line Manager in recruitment and induction of new employees and volunteers, as required
2.7 Participate and support training of staff and prospective and existing volunteers as required
2.8 Ensure careful financial management
2.9 Participate fully, and play an active role, in supervision and team meetings
2.10 Review effectiveness of own work and make recommendations to improve/change service provided
2.11 Ensure communication with colleagues across the organisation is professional, and maintain excellent working practice
3. Governance
3.1 Attend in-service and external training as agreed with manager and identified by participation in an annual performance review process.
3.2 Attend all Mandatory Training as directed by line manager
3.3 Identify and notify line manager of any operational risks, and when identified follow the correct process
3.4 Comply with statutory and mandatory training, continuous professional development, and any registration revalidation requirements, as necessary
3.5 When handling personally identifiable and sensitive information ensure your conduct is consistent with the requirements of the legislative, and regulatory frameworks for information and information governance, whether that be in hard or soft copy or digital formats
4. Personal Development
4.1 Keep up to date of key changes in policy, legislation and governance requirements relevant to the role and the Charity
4.2 Maintain continuing professional support and self-development to develop own skills and knowledge through additional education and training
4.3 Act as a role model promoting the values of the Charity in accordance with the post holders professional Code of Practice
4.4 To identify gaps in personal training and development and attend training as requested

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5. Health and Safety	
5.1	Take all measures to ensure the safety of staff, patients and visitors, in accordance with the Hospice Health and Safety Policy and the Hospice's Safeguarding Adults and Children Policy.
5.2	Ensure all staff and volunteers in the Inpatient Unit have an understanding of the fire regulations and action to be taken in the event of a fire.
5.3	Ensure high standards of Infection Prevention and Control are adhered to at all times.
5.4	Ensure that all accidents, involving patients, staff, volunteers or visitors, are reported in line with the Hospice's Incident Reporting Policy when Catering Manager or Senior Cook is not on duty..
5.5	Understand and comply with Health and Safety, Fire and Infection Control regulations, and Hospice policy, to assure compliance and resolve and/or mitigate risk
5.6	Ensure own safety, patients and visitors in accordance with the Hospice Health and Safety Policy on-site and off-site at Hospice run events
5.7	Complete all mandatory training for Health and Safety, Fire and Infection Control. Ensure risk assessments are completed as necessary to maintain compliance with Hospice regulations
5.8	Report any accidents or incidents in the department, record the incident in the relevant accident book
6. Safeguarding	
6.1	To act in a manner that safeguards the interests of beneficiaries and upholds public trust and confidence in The Hospice of St Francis

DIMENSIONS: The following posts report to this role/budget responsibilities:

Catering Assistants IPU volunteers Bank Staff		
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RELATIONSHIPS:

Direct reports Staff and volunteers Bank staff IPU volunteers Head(s) of Service Patients and Families	Key donors and suppliers Board of Trustees Executive Team Association Members & Patrons	Regulators regional officers/partners National Charities Professional bodies/networks Relevant regional & national peers
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We sign to confirm that we have read and agree to the contents of the job description

Employee (print name):

Signature		Date	
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Director or Head of Department (print name):

Signature		Date	
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