

ST ANDREW'S HOSPICE JOB DESCRIPTION

Job title	: Cook
Department	: Catering
Reports to / Line Manager	: Catering Manager
Pay Range	: 2

Purpose of Job

To provide catering services to patients, staff, volunteers and visitors ensuring that the highest standards are achieved under the supervision of the Catering Manager.

Main responsibilities

To assist in the effective running of the catering department and to cook freshly prepared, nutritious food in accordance with dietary requirements.

To undertake stock control to ensure adequate supplies are maintained.

To order supplies under the direction of the Cook in Charge, but authorisation for invoices must be sought from the Catering Manager.

To ensure that all meals are cooked and served to the highest possible standards.

To pay full attention to any special dietary needs of patients and complete patient's dietary assessment form on admission.

To communicate any special dietary needs to Catering Assistants and Volunteers and to make sure they have been understood.

To help prepare buffets and any other catering needs.

To ensure safe food handling practices with relevance to HACCP and food hygiene requirements are completed.

To record all food safety temperatures on relevant monitoring forms, daily.

To prioritise and delegate work to Catering Assistants and Volunteers, whilst demonstrating a positive and enthusiastic attitude, recognising the importance and benefits of effective team working.

To proactively assess own development needs and seek out development opportunities, which will enable enhanced contribution to meet the objectives of the Hospice Business Plan. To follow the 'Staff Development and Contribution' process.

To attend any training courses necessary.

General

To maintain confidentiality at all times.

Policies and Procedures – The post holder must carry out his/her duties with full regard to all relevant Policies and Procedures. The post holder will remain responsible and accountable to any professional body and professional code of conduct appropriate to the role.

Other Duties – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

Contribution and Development Review – The post holder should proactively assess his/her own development needs and seek out development opportunities, which will enable enhanced contribution to meet the objectives of the Hospice Business Plan, always following the 'Staff Development and Contribution' process.

Equality and Diversity – The post holder must carry out his/her duties with full regard to the Hospice's Equality and Diversity Policy.

Health and Safety – The post holder must carry out his/her duties with full regard to the Hospice's Health and Safety Procedures.

The managerial and clinical philosophy of the Hospice is based upon a multi-disciplinary approach. Staff regardless of grade or discipline are required to participate in this concept. The role of volunteers is integral with the work of St Andrew's and paid staff are required to underpin this in their attitude and actions.

All staff must be sympathetic to and able to project the philosophy and concept of hospice care

The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.

St Andrew's Hospice is very much a community and all members of staff are encouraged to support the various social and fundraising events which are part of its day to day life.

An extract from the summary of the Health & Safety at Work Act 1979 stated:-

“Employees at Work: It is the duty of every employee while at work to carry out their work in a manner which is safe and free from risk to the health of himself/herself and other persons who may be affected by his/her acts or omissions. It is an employee's duty to assist and co-operate with