



## **JOB DESCRIPTION**

- Job Title:** Chef
- Department:** Facilities Department
- Reports To:** Catering Manager
- Hours/Job Share** To be worked over a 7-day rota

### **The Role**

You will work as part of St Oswald's catering team playing a key role in the preparation and provision of attractive and nutritious meals for patients, children, staff, volunteers and visitors. Working alongside the catering manager you will assist in menu development, stock management and ordering. Alongside being responsible for maintaining the day to day operations and a high standard of cleanliness throughout the department.

You will also provide additional cover for holidays and sickness outside of normal working hours if required by mutual agreement.

### **Main Outcomes and Responsibilities**

1. Ensure Seamless Kitchen Operations
  - Lead and develop the catering service in the absence of the Catering Manager.
  - Manage the kitchen team to ensure efficient daily operations.
  - Collaborate with the Catering Manager and other chefs to prepare meals and refreshments.
  - Develop catering solutions for individuals with life-limiting illnesses, adhering to the International Dysphagia Diet Standardisation Initiative (IDDSI) framework for optimal nutrition.
  
2. Deliver Tailored and Updated Menus
  - Work with the Catering Manager to create and update menus for Inpatient Units, Day Services, Children and Young Adults, Hospitality, and the Main Staff Dining Room.
  - Communicate with nursing staff to meet specialist diets and preferences, ensuring all dietary requirements are precisely met.

### 3. Optimise Supply Chain Management

- Manage ordering and stock control in the absence of the Catering Manager to ensure necessary supplies are available.
- Monitor stock levels, place orders, and oversee the storage and disposal of food samples to comply with safety regulations.

### 4. Uphold High Hygiene and Safety Standards

- Maintain stringent temperature controls and hygiene standards.
- Ensure accurate maintenance of temperature records.
- Keep kitchen, dining areas, and food preparation spaces clean.
- Document cleaning routines to uphold the highest standards of cleanliness and food safety.

### 5. Ensure Effective Staff and Volunteer Coordination

- Ensure adequate staffing levels and integrate volunteers into daily operations when the Catering Manager is absent.
- Oversee tasks, prioritise jobs, and provide training to maintain high standards of food presentation and skill development.

### 6. Maintain Efficient Kitchen Operations

- Monitor kitchen equipment and report issues to the Catering Manager or Facilities help desk.
- Adopt a proactive approach to equipment maintenance to prevent disruptions and ensure efficiency.

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

We take the safety of our staff, volunteers, patients and their families seriously. We have a full suite of Health and Safety procedures and training that we'll ask you to sign up to and we expect you to complete all our essential health and safety training.

## **Team Working and Conduct**

Team work is core to the role and you will work as a positive team member. Our Respect at Work Policy, Values and People Charter help to guide everyone in how we live this day to day.

## **Confidentiality**

You will have access to confidential information, so it's important that you maintain the highest confidentiality of service users, members of the public, staff and volunteers in accordance with St Oswald's Hospice's information governance policies and GDPR legislation.

## **New Tasks**

This profile provides an overview of the most important parts of the job however all jobs shift over time and so we may ask you from time to time to carry out new tasks. These will fit with the remit of your role and your manager will guide and direct you.

Substantive changes will be carried out in consultation with the post holder.

**RISK ASSESSMENT**

**Non Clinical Administrative**

**DISCLOSURE / LEVEL**

**Enhanced DBS required**

**PREPARED BY/ DATE**

**Catering Manager - June 2024**

## **About you (the Person Specification)**

### **Qualifications, Training and Education**

At St Oswald's we recognise that not everyone gains their expertise via an educational route. You may have gained your experience through a combination of paid work, internship, and voluntary work. In the skills section you will see what we are looking for. As a guide you will hold an industry recognised qualification such as a Level 3 NVQ or AVCE and the relevant food hygiene certification.

### **Knowledge**

- A comprehensive understanding of food hygiene principles, Natasha's Law and HACCP.
- A foundational knowledge of classic and modern methods of cookery and associated techniques.

### **Experience**

Catering experience to include:

- Safe and efficient knife skills
- Cooking professionally in a variety of styles and cuisines
- Proficient use of usual commercial kitchen appliances
- Excellent customer service
- Maintaining a clean environment and the necessary documentation for compliance with health regulations.

### **Qualities**

- Commitment to confidentiality and discretion
- Flexible
- Adaptable
- Able to work on your own initiative
- Passionate about food and cooking

### **Skills**

- Able to work as part of a team, and coordinate said team.
- Wide repertoire of culinary techniques and proficiency in all methods of cookery
- Menu design and the ability to improvise dishes when required
- Be able to talk to patients, children and their relatives in a friendly manner, particularly regarding meals and menus
- Ability to work as part of a close knit team and communicate effectively with one another
- Strong organisation and time management skills
- The ability to remain calm and work comfortably under pressure

## **Your values**

You will embrace and demonstrate our values of:

- Safe and supportive
- Positive and Can Do
- Accountable and Authentic
- Caring and Compassionate
- Excellence and Innovation

## **Working Arrangements**

This post will initially be based in the main kitchen in the Adult Hospice, but will be required to carry out duties throughout St Oswald's, as necessary.

## **Applying for this role**

Studies have shown that women and people of the global majority are less likely to apply for jobs unless they meet every single qualification and requirement. Research also shows that many people with other protected characteristics also find it hard it much harder to gain employment

At St Oswald's Hospice we are dedicated to building a diverse and inclusive workplace.

So if you are excited by the role but your past experience doesn't quite match every requirement we encourage you to apply anyway. You may be just the person we are looking for!

Signed

Date