**Job Description**

**Title: Cook**

**Location: Lincoln sites**

**Reporting to: Hotel Services Supervisor**

**Responsible for:**

**Grade:** **B: 2 FTE £18,166 FTE**

Our Vision

Our vision is a world where dying with dignity, compassion and having choices is a fundamental part of a life

Our Mission

Our mission is to ensure all individuals facing the end of their life in Lincolnshire receive dignified, compassionate care when they require it and where they ask for it.

Our Values

Aiming High

We reach for excellence and set the standard for others to follow. Celebrating individual and collective success and actively looking for ways to be even better.

Being Courageous

We push boundaries and provide challenge - standing up for what is right and supporting others to make a difference across all aspects of our work.

Working Better Together

We recognise the power of community; building connections and relationships which help us make a positive contribution. Respecting and valuing all contributions - we are ONE team, united and inspired by our common purpose.

Having Heart

People are at the centre of all we do. We’re proud of our ability to work in tough situations with resilience, empathy and kindness.

Doing It Right

We are ethical, honest and use resources respectfully. Taking responsibility for our actions and doing what we say we’ll do - we challenge others to do the same.

**Organisation Chart**

Facilities Manager

Hotel Services Supervisor

Housekeeping

Trust wide

Including

Snr Housekeeper

And Housekeepers

(Day Care)

Catering

Trust wide

Including

Cooks

**Job Purpose**

Working within a commercial kitchen environment to undertake the provision of safe, efficient catering service for patients, staff and visitors. When appropriate, cater for external contracts and to promote excellent standards of team working and customer care in accordance with

local procedures.

**Main Duties and Responsibilities**

Deliver wholesome nutritious fresh food for Patients, Staff and Visitors

1. Consult with patients and senior nurses on the appropriate choice and delivery of nourishment for patients
2. Preparation, cooking, serving, chilling and freezing of all food items, either cook-serve, cook-chill, cook-freeze or buffet items.
3. Controlling all food production processes to ensure that allergen contamination, bacterial contamination, and waste are minimised
4. To prepare and place orders with suppliers, ensuring stock levels are maintained, and to monitor stock usage on a regular basis
5. To oversee correct receipt and storage of all goods and materials that have been delivered for use by catering staff
6. To assist with, or undertake, stock taking, and auditing as required.
7. To ensure the kitchen staff are functioning in accordance with food safety regulations and under advice of internal and external audit recommendations for food safety, health and safety and good working practices
8. Participation and Production in recipe development, product evaluation and nutritional standards expected for the type of establishment.
9. Participating in the thorough cleaning of the kitchen environment and equipment in accordance with the cleaning schedule
10. Participating in the continuous review of services by making suggestions to improve quality standards and meet customer requirements
11. Reporting all faults in machinery and the need for structural and fabric repairs
12. Any other duties appropriate to the grade as allocated by the Hotel Services Supervisor

**Additional Duties**

All employees of the St Barnabas Hospice Trust (Lincolnshire), St Barnabas Promotions Ltd. and St Barnabas Shops Ltd., all hereafter referred to as employees of “the Trust”, are expected to comply with the general duties detailed below:

**Infection Control and Prevention**

All employees of the Trust are required to:

* Maintain a clean and safe environment, minimise risks of infection, report infection control issues of concern to their line manager and attend mandatory infection prevention training.
* Work in accordance with their local infection control procedures and in adherence to the Code of Practice for the Prevention and Control of Healthcare Associated Infection as outlined in the ‘Health and Social Care Act 2008’.

**Safeguarding Children, Young People and Vulnerable Adults**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. For further details please refer to the 'Safeguarding Vulnerable Adults Policy and Procedure' and to the 'Safeguarding Children Procedure'. Should you have any concerns about any child or vulnerable adult that you encounter in the course of your St Barnabas duties, please report these to your line manager and / or to the Family and Carers Support Services team.

**Health & Safety**

All employees responsible and accountable for ensuring that: -

* They work safely in accordance with any relevant and appropriate training, safe systems of work, procedures and/ or rules in force in their workplace.
* They co-operate with the Trust in matters of health and safety and take care of their own health and safety and do not endanger other by their acts or omissions
* They wear and use, at all times, the appropriate personal protective equipment provided and use all safety devices, guards etc. provided to make safe any plant and equipment.
* They immediately report defective equipment /machinery onto the Trusts maintenance helpdesk system and isolate the equipment so that it cannot be used. Once the situation is safe then the line manager must be informed.
* They immediately report any unsafe acts or conditions using the Trusts dedicated reporting system and bring it to the attention of their line manager.
* Report any ongoing unsatisfactory responses of maintenance or safety issues to the Health and Safety Manager.
* Maintain their working and welfare environment in a clean and tidy condition.

Whilst the aim of the Trust is to promote a co-operative and constructive view of Health and Safety, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

**General Policies, Procedures and Practices**

All employees of the Trust are expected to comply with all Trust policies, procedures and practises and are responsible for keeping up-to-date with any changes to these.

**Duty of Candour**

All employees of the Trust are required to:

* Be honest, open and truthful in all their dealings with patients and the public, and ensure that organisational and personal interests are never allowed to outweigh the duty to be open, honest and truthful.
* This supplement to your job description should be regarded as an additional guide to the duties you are required to perform and is not intended to be definitive or restrictive in any way and does not form part of the contract of employment.

****

**Person Specification**

**Role:**

**Accountable to:**

**E** - Essential **D** – Desirable

**Education and Qualifications**

|  |  |
| --- | --- |
| Essential |  |
| L2 Food Hygiene Certificate **and**  **either** City & Guilds 706/1 **and** 706/2  **Or**  Equivalent vocational qualification (e.g. NVQ level 2 in Catering)  **Or**  Evidence of time served experience.  Desirable  Evidence of commitment to continued professional development (e.g. studying for NVQ level 3) |  |

**Knowledge and Experience**

|  |  |
| --- | --- |
|  |  |
| Essential  Experience of working in a small to medium sized catering establishment (e.g. up to 100 different meals per day) providing a varied cuisine and utilising a range of different cooking techniques and ingredients.  Desirable  Experience of working in a catering establishment which provides for the needs of a similar patient population (e.g. hospital, care home, etc.) |  |
|  |  |
|  |  |

**Personal Skills and Experience**

|  |  |
| --- | --- |
| Essential  Capable of making clear and effective verbal and written communications (e.g., menus, stock control and team meetings, etc.)  Able to work without direct supervision for most of the time and to adapt effectively to varying levels of demand, as driven by patient needs and / or as directed by the Hotel Services Supervisor. |  |
|  |  |

**Specific Requirements**

|  |  |
| --- | --- |
| * Essential * Able to perform the role with empathy and consideration for the needs of patients and their relatives, together with own colleagues |  |
| * Able to cover for annual leave and sickness |  |

**Job Description Agreement**

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

**Signature Date**

**Job Holder:**

**Line Manager:**