



JOB DESCRIPTION

Job Title	Cook / Chef
Department	Catering
Reports to	Nurse Manager
Date	September 2021

Overall Aim of Job

To prepare and cook meals with optimal nutritional care for patients and employees when required.

Key Responsibilities

- To maintain adequate stocks.
- To order supplies and keep records and accounts.
- To cook meals in quantities according to menu and number of persons to be served.
- To prepare and serve at catered functions.
- To ensure food is correctly stored.
- Is aware of and follows all safety procedures, handling of equipment, lifting techniques, reporting injuries and fire procedure.
- To ensure the kitchen is prepared for service and work areas are kept clean and tidy at all times.

Person Specification

Qualifications	Qualified Cook with professional catering qualification. Current Level 2 Food and Safety certificate.
Experience	A minimum of two years experience, preferably in Hospice / Hospital setting
Job Specific Competencies and Knowledge	Observes all infection control policies for food handling, storage, hand washing, uniform. Exhibits high level of customer / patient relation skills. Exhibits ability to work as a member of team in daily performance of duties. Interaction with all Hospice departments.
Personal Competencies	Ability to work well on own initiative and as part of a team. Ability to work under pressure and time constraints. Ability to take direction. Punctual and well presented.

This job description is intended to be an outline of the areas of responsibility and deliverables at time of writing.

As the Hospice develops the job description may be subject to review in light of the changing needs of the Hospice.