

## JOB DESCRIPTION - RELIEF HOSPICE CHEF

The Butterfly Hospice is a registered charity and the local hospice for Boston, Skegness and surrounding areas. We care for people whose illnesses are no longer curable, enabling them to achieve the best possible quality of life during the final stages of their illness. Patients, carers and families are welcome to our hospice. Our staff and volunteers provide a warm, friendly and supportive environment in which everyone feels at ease.

We rely on the generosity of our community for the majority of our funding and our work can only continue with the support of local people, companies and organisations that give their time and money to volunteer and fundraise on our behalf.

**POST:** Relief Chef

**PURPOSE OF JOB:** The Chef provides a high-quality catering and hospitality food production service for the Butterfly Hospice and the charitable business. The incumbent will ensure a high-quality service is adapted to suit all customers accordingly. This post will support the Lead Chef to deliver income generation opportunities through its kitchen operations, in addition to offering a quality service to patients and other service-users.

**HOURS OF WORK:**

To participate in the catering rota on a shift basis, which may include weekends and bank holidays. To cover annual leave, sickness absence and during busy periods.

**RESPONSIBLE TO:** Lead Chef

**RESPONSIBLE FOR:** Catering duties for the Hospice and Charity

### Principal Duties – Catering

The Chef is responsible to the Lead Chef on a daily basis

- Prepare, cook and assist the serving of meals and beverages for patients, visitors and staff in accordance with specified menus.
- Prepare, cook and assist with any catering requirements determined by the Lead Chef or management e.g. where catering can be offered internally or externally as an income generation stream
- Work closely with nursing staff to ensure patients dietary requirements are met taking into account diets to meet medical, ethnic and personal needs.
- Check quantity and quality of stock received and notify suppliers of deficiencies.
- Ensure the security of the kitchen and food stuffs at all times, to maintain kitchen records, these to be available at all times along with a record of patient choice.
- Inform the Lead Chef of any losses, breakages or defects with equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations.
- To undertake such other duties as may be determined from time to time within the general scope of the post

## **Quality Control**

- Demonstrate and maintain high standards of cooking to meet and exceed patient and Trust expectations.
- Ensure that high levels of customer service are maintained at all times.
- Wherever possible ensure that local products are available, utilised and promoted
- Co-operate fully with the statutory inspections and implement recommendation as appropriate.

## **Health & Safety**

To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions and;

- Instil into the kitchen a culture of essential hygiene practices connected with storage, cooking and storage of food; the importance of clean, tidy and hygienic working practice such as use of knives, chopping boards, table surfaces etc.
- Ensure that the appropriate clothing, including head wear, is worn at all times in accordance with the Trust's guidelines.
- Use, maintain and store personal protective equipment (PPE) according to manufacturers' recommendations and in line with Trust's guidelines.

## **General Tasks:**

- Be the point of escalation for housekeeping staff while on duty
- Clean on a daily basis all catering areas to the required standard including
- Cleaning of kitchen floor, crockery, utensils, work surfaces and other kitchen equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
- Storage areas, including fridges and freezers.
- Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment.

## **General Requirements**

In addition to the above, there are some general requirements that apply to all jobs in the Hospice

- Participation in staff meetings.
- Participation in training activities.
- Participation in quality assurance systems.
- All duties must be carried out to comply with:-
- Notification of accidents and other Health & Safety requirements.
- Statutory legislation, in particular COSHH and Hygiene regulations.
- Nationally and locally agreed Codes of Good Practice.
- Fire Precautions.
- Equal opportunity principles and the Trust's anti-discriminatory policy.
- Be self-motivated and enthusiastic
- Be able to work on your own, or as part of a team
- Be able to work in a clean and tidy manner
- To undertake such other duties as may be determined from time to time within the general scope of the post

## **Infection Control and Prevention**

All employees of the Butterfly Hospice 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'.

A satisfactory DBS check will need to be returned prior to commencement of employment.  
A detailed Information Handbook, essential work plan and timetable, will be issued subsequent to appointment.

### **Personal Specification**

The successful applicant must be able to demonstrate empathy for our patients', carers and families and be committed to the promotion of the Hospice ethos.

All posts within the organisation are subject to change as the organisation grows and develops. Staff must be able to adapt to change and, therefore, flexibility is a key attribute required of all employees.

It is essential that the post holder has the **following experience and knowledge**:

- Empathy with patients and the ability to relate to them in a sensitive manner
- Basic Food Hygiene Certificate
- Previous experience working in a kitchen providing individual meals
- Ability to prepare and serve well presented and attractive meals to individual requirements.
- Understands and demonstrates willingness to promote positively equal opportunities outlined in Trust Policy

It is essential that the post holder has the **following skills and abilities**

- Be able to manage own work effectively or as part of a team
- Be able to work safely with Safety Health and Welfare in mind at all times
- Good Literacy and Numeracy Skills
- A passion for high quality service
- A positive attitude and commitment to providing nutritious meals and offer a range of choices including to those with specific dietary requirements.
- Good communication skills
- Be self-motivated and enthusiastic

It is desirable that the post holder has the following

- NVQ Level II Food Preparation
- Understanding of responsibilities under HSAW Act, COSHH, Infection Control, Essentials of Food Hygiene
- An understanding of nutrition
- Experience in a similar environment

### **Promotion of a Supportive Working Environment**

A supportive working environment can be defined as an environment where contribution is recognised, encouraged and rewarded. Staff and volunteers alike can expect to be encouraged to develop personally and professionally and to acquire new skills at a pace that is suitable to them. All staff and volunteers must promote this environment as part of their roles and responsibilities.

### **Training and Development**

Training and development of staff and volunteers is a key expectation of all staff employed by the organisation. They will demonstrate their commitment to staff and/or volunteer development by assessing skills, planning development activities, discussing outcomes and evaluating effectiveness. They will be expected to motivate, encourage, coach and support staff and/or volunteers towards the outcomes agreed.