

DEMELZA HOSPICE CARE FOR CHILDREN

JOB DESCRIPTION

JOB TITLE - Cook

REPORTS TO – Chef

RESPONSIBLE FOR – Catering Volunteers

PURPOSE OF ROLE :-

To provide high quality, home cooked meals and snacks on a daily basis for the children and families, volunteers, visitors and employees. To organise and oversee food preparation, cleaning of the kitchen and all equipment and take a proactive role in ensuring high standards of food hygiene.

KEY RESPONSIBILITIES

1. To provide a main meal with a variety of nutritious menu options.
2. To ensure all special dietary requirements are catered for, liaising with the Care Team and family as and when necessary.
3. To maintain high standards of food hygiene throughout the kitchen and storage areas, policing all employees and volunteers to ensure these standards are met at all times.
4. To support the Care Team in providing catering for celebrations and family events, conferences, meetings and training days.
5. To participate in hospice “Theme Days” providing an appropriate menu.
6. To work alongside the Care Team and family to provide catering for children’s events.
7. To assist with risk assessments and HACCP, suggesting improvements or increased efficiency for processes or procedures.
8. To ensure a safe environment is provided with an acute awareness of the needs of employees, volunteers, children and families; reporting any accidents, incidents or concerns promptly.
9. To work alongside a team of volunteers, providing on-going volunteer support and training, including a thorough induction session.
10. To assist with rota preparation and sourcing volunteers who are able to come in to fill any rota gaps, often at short notice. To maintain regular contact with volunteers, building up a rapport and nurturing their involvement with Demelza.
11. To assist in maintaining a written cleaning schedule of all cupboards, storerooms, freezers, appliances and equipment.
12. To maintain accurate records of catering petty cash tin.
13. To be flexible with menus to cater for children’s wishes, often at short notice, recognising the sensitivity around some requests.

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14. To work with the care team to provide baking activity sessions with children, as appropriate.
15. To actively participate in regular team meetings and be aware of issues resulting from the care team meetings.
16. To contribute positively to the holistic care we aim to provide for the children and families.
17. To undertake any training needs identified and to keep abreast of any changes to best practice methods or food hygiene legislation.
18. To carry out any other duties as required.

PERSON SPECIFICATION

Essential

- Experience of a professional kitchen
- Level 2 in Food Safety
- Understanding of the work of a hospice, being empathetic, caring and sensitive
- Understanding of strict confidentiality and professional boundaries
- Flexibility to work a full shift pattern to include weekend, evenings and bank holidays as required
- Minimum of basic computer skills, including email

Desirable

- NVQ in catering
- Knowledge of special diets
- HACCP qualification, or willingness to undertake this
- Valid Driving Licence

The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the organisation. This document will be reviewed in consultation with the post holder as the role and services provided by the organisation develop.

Demelza is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Employees are required to attend mandatory training as required by their role. Employees are expected to make reasonable efforts attend and engage in development training as part of their role within Demelza. Training may be delivered through a variety of on site and off site methods.

All employees are required to participate in staff performance reviews and supervision and to make all reasonable efforts to attend training and staff development as identified and agreed.

Employees must take the initiative to actively seek out training updates required for their role and for mandatory training, within training expiry time frames. Employees can find their current training records on the HR Database.

ISSUE DATE – April 2016

REVIEW DATE – April 2019

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