

JOB DESCRIPTION: Cook

ACCOUNTABLE TO: Head Chef

RESPONSIBLE FOR: Catering Assistants

OVERALL PURPOSE: To help provide catering for patients, staff, visitors and others

The Catering Assistants in conjunction with other members of the Catering department work to ensure that Trinity delivers high quality, appetising food that has been prepared in a safe, hygienic environment according to agreed policies & procedures.

Main Duties of Post

- To be accountable for the day-to-day management and effective prioritization of the Cooks' workload in order to ensure timely completion of all work.
- To work in accordance with the catering rota, sometimes needing to cope with varied and fluctuating workloads and sometimes working under pressure.
- To produce well cooked, attractively presented meals of a high standard.
- Ensure that good patient knowledge is maintained to meet clinical needs with appropriate and varied menu choices.
- Act as a 'buddy' for new starters in your area when requested, training and supporting them as required until such time that they are able to work alone.
- Supervise Catering Assistants' on duty and delegate basic food preparation as appropriate, commensurate with individual ability and training
- Ensure the hygiene and cleanliness of the kitchen, its machinery and equipment.
- To utilise the online catering booking system to plan for and ensure the efficient and timely setting up and provision of catering for functions and meetings
- To maintain departmental records and checklists as required
- To ensure that all commodities are used economically and according to any specified procedures, and that waste is kept to a minimum.
- Maintain a high standard of personal hygiene as per the Personal Hygiene Policy.
- Take orders for and serve meals to patients, staff and visitors as required.
- Maintain security of cash and stock according to agreed procedures.
- Report any accidents and/or incidents and be prepared to make a written statement of the same if necessary.

- Ordering of commodities according to agreed procedures.
- Accept and sign for catering deliveries, checking them as detailed in departmental policies.
- Report any breakdown or defects in equipment or premises via the online Maintenance reporting system.
- Observe safe working practices generally and in accordance with training and instruction received.
- Completion of Risk Assessments as may be required within the Catering department according to instructions and training.
- Completion of Hazard Analysis documentation as required.
- In the absence of or as directed by the Head Chef, to take charge of the day to day running of the Catering Department in conjunction with other Cooks, reporting to the Facilities Manager any relevant incidents or issues with the provision of services.

General Responsibilities

- To undertake all mandatory training as required by Trinity Hospice and Palliative Care Services and participate in appropriate in-service training as and when required.
- Maintaining the strict confidentiality of all information acquired especially with regard to patients and staff.
- To undertake an appraisal and personal development review annually and through self-development, continuously update and improve knowledge and competencies
- To be a co-operative and supportive member of the Trinity staff team, ensuring that all members are aware of any issues in the post holder's workload, which may affect other members of the Trinity team.
- To manage all volunteers utilised in your area and to develop effective working relationships providing regular feedback on their performance.
- To take responsibility for being up to date with current policies and procedures and to adhere to these.
- Co-operating fully in the introduction of any new technology and new methods as appropriate.
- To promote at all times the Hospice philosophy and uphold the Trinity core values.
- Any other duties that may be reasonably requested.

Professional function

Not applicable for this post

This job description is not exhaustive and is subject to review in conjunction with the post-holder and according to future changes/developments in the service.