



Chef

Job Summary

The Chef will contribute towards the preparation, cooking and service of meals and cleaning of the kitchens throughout the Hospice, ensuring a quality catering service is delivered. Produce high quality meals to menu/allergen specifications and to provide refreshments to meet the needs of patients, visitors, staff and volunteers, maintain a clean and orderly working environment and comply with hospice policy and procedures and compliance with Health and Safety and Food Hygiene legislation and Regulations.

Main duties and responsibilities

Professional

1. Support the production of appetising and creative meals including preparing ingredients, ensuring that portion sizes are accurate, and that allergies and patient special dietary requests are dealt with appropriately.
2. Provide refreshments for internal, external functions and special events as required.
3. Deal with daily deliveries, recording of necessary temperatures from nominated suppliers, ensuring deliveries are stored away correctly and immediately without delay after delivery. Report any issues with food products.

4. Ensure 'old before new' stock rotation is maintained, correctly cover food, store in designated areas or fridges. Use the day dot and food labelling systems at all times.
5. Ensure the correct standards of hygiene and cleanliness of all catering working environments are maintained at all times, adhere to the 'clean as you go' policy.
6. To comply with and follow cleaning schedules for main and satellite kitchens.

Compliance and administration

1. Maintain consistent food standards and quality across all areas and during all stages of preparation and cooking, ensuring the HACCP procedure according to the Hospice Food Safety is adhered to at all times.
2. Actively use and complete audits, checklists, COSHH and risk assessments using appropriate software.
3. Ensure all catering equipment and utensils are maintained ensuring due care and diligence is observed at all times.

Other

1. Attend all mandatory training or courses.



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2. Attend any training or development required by the Hospice.
3. Read, understand and follow all Hospice policies and procedures.
4. Participate in the Annual Performance Review.
5. Positively promote, support and represent the Hospice especially within the community, and to maintain the philosophy, ethos and ambience.
6. Comply with and promote the Hospice's Equality, Diversity, Inclusion & Harassment policy.
7. Live and work in line with the Hospice's vision, mission and values.
8. Be aware of personal responsibilities and discharge these as defined by the Health & Safety at Work Act 1974.
9. Maintain strict confidentiality in all matters relating to the Hospice, its business, patients, staff and ethos.
10. Undertake any other tasks, duties or responsibilities as requested by your Line Manager or other Senior Manager, including the Board of Trustees and Chief Executive.

This Job Profile is an outline of responsibilities and will be subject to review with the postholder in light of the changing needs of the post and Hospice.



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Person Specification

Requirement	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> ▪ Level 2 Food Safety ▪ City & Guilds 706.1/2 or NVQ Level 2 or equivalent
Experience & Skills	<ul style="list-style-type: none"> ▪ Operational, hands-on catering experience ▪ Excellent food presentation skills ▪ Ability to maintain consistent food standards & quality ▪ Knowledge of Health & Safety & Food Hygiene Regulations ▪ Knowledge of risk assessments ▪ Ability to multi-task ▪ Attention to detail/accuracy ▪ Ability to manage and prioritise workload 	<ul style="list-style-type: none"> ▪ Working knowledge of HACCP regulations
Communication	<ul style="list-style-type: none"> ▪ Proven interpersonal skills ▪ Ability to communicate at all levels within the Hospice ▪ Ability to be sensitive and empathetic, with colleagues, patients and their families 	
Personal	<ul style="list-style-type: none"> ▪ Ability to listen & act on feedback ▪ Integrity, discretion and be able to respect confidentiality ▪ Courteous and respectful of others ▪ Tactful, sensitive, tolerant, flexible & positive manner ▪ Team player ▪ Professional approach to work undertaken ▪ Remain calm under pressure 	
IT	<ul style="list-style-type: none"> ▪ Good basic IT skills ▪ Knowledge of Microsoft applications (Word, Excel, Powerpoint, Outlook) 	
Other Requirements	<ul style="list-style-type: none"> ▪ Flexible approach to hours of work ▪ Be prepared to assist with Hospice fundraising activities 	

Updated February 2025



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You must be able to demonstrate how you meet the essential or desirable requirements in your application form, supporting statement, documentation or evidence, interview presentation or during interview

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