



PART 1 - JOB DESCRIPTION

JOB DETAILS

Job Title: Bank - Assistant Cook
Department: Catering (Patient Services)
Manager Job Title: Catering Team Leader

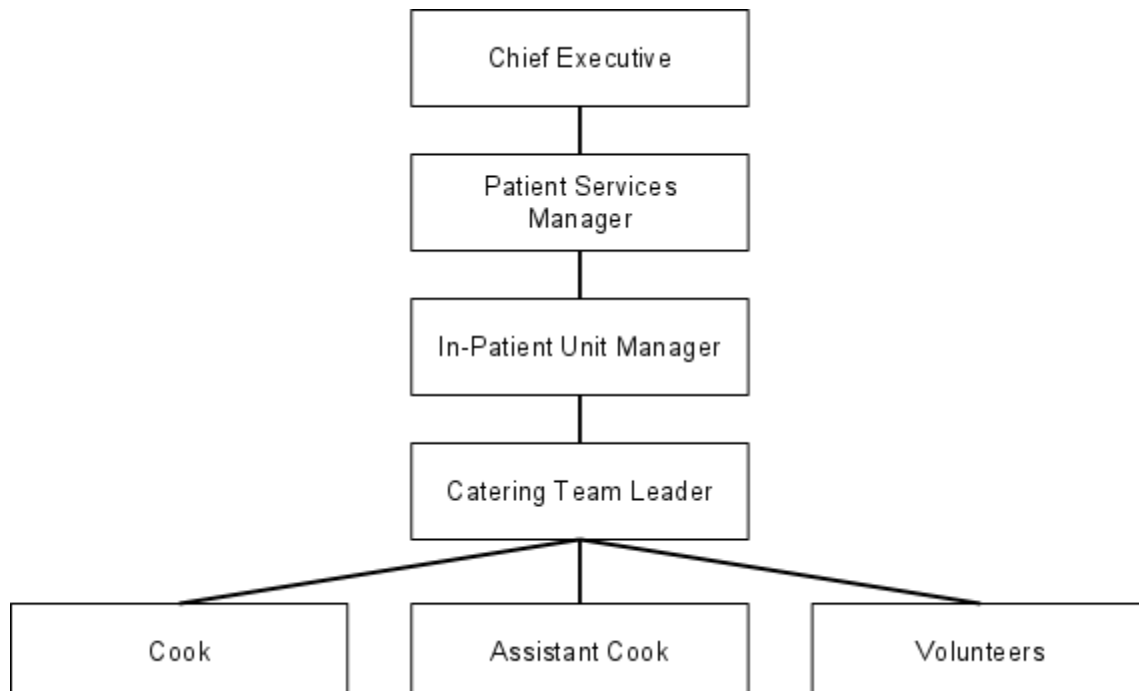
JOB PURPOSE

To assist with the undertaking of all duties required within the catering department. To ensure the provision of food production and services, to an agreed high standard. To ensure patients' and other catering needs are met and ensure all catering areas are maintained to a specified cleaning and hygiene standard.

ROLE OF DEPARTMENT

To provide a high quality catering service to the patients, staff and visitors of Barnsley Hospice covering the In Patient Unit, The Limes (Day Hospice) and Apex Rooms (conference facilities).

ORGANISATION CHART





RESPONSIBILITIES (Budgetary/Supervisory)

The post holder will work under the direction and guidance of the Catering Team Leader and Cook.

KEY TASKS AND RESPONSIBILITIES

- 1 Working as part of the catering team under the Supervision of the Catering Team Leader, ensuring that all catering services are delivered to a high standard.
- 2 To prepare, cook and present meals to Patients in the IPU and The Limes and for staff to the required high standard. To have an awareness of the special dietary requirements of patients and visitors, and to discuss with patients their daily menu choices.
- 3 To provide cover for other catering staff for holidays and other absences.
- 4 To prepare and deliver buffets and refreshments to the Apex Rooms conference suite to the required high standard, taking account of any special dietary requirements.
- 5 To follow set cleaning schedules and Hospice procedures, to ensure that high standards are maintained in accordance with current legislation regarding food hygiene.
- 6 Record all cleaning duties and temperature checks carried out, along with deliveries received. Any issues raised and discussed at regular team meetings.
- 7 Works mainly unsupervised during weekend and evening shifts.
- 8 To receive, record and rotate catering supplies.
- 9 Safe usage of all catering and cleaning equipment and materials in accordance with Hospice policy and guidelines.
- 10 Report and record any defects in catering and cleaning equipment to Catering Team Leader and Maintenance.
- 11 Ensure that the main kitchen windows and doors are securely locked, and that all equipment is left safely.

GENERIC

- 1 Respect confidentiality applying to all Hospice areas.
- 2 Maintain an awareness of all relevant legislation and Hospice policies/



procedures and act in accordance with them.

3. Maintain an awareness of personal responsibilities as defined by the Health & Safety at Work Act 1974, thus maintaining a safe working environment.
4. To participate in suitable training courses and mandatory training within the Hospice as required.
5. Carry out any other duties deemed appropriate to the post by the Hospice Management.

This Job Profile is an outline of responsibilities and will be subject to review, in consultation with the post holder in order to meet the changing needs of the Hospice.

COMMUNICATIONS AND WORKING RELATIONSHIPS

INTERNAL

Communicates all job related information to Catering team colleagues, nursing and Apex Rooms' staff.

Communicates with Hospice staff and volunteers, patients, relatives and carers.

EXTERNAL

Deliveries and outside contractors, and visitors to the Hospice.



BANK ASSISTANT COOK

PART 2 - PERSON SPECIFICATION

PERSONAL REQUIREMENTS

ESSENTIAL:

- Recent experience of working in a catering environment
- Basic Food Hygiene Certificate, or willingness to obtain
- Able to prioritise own workload whilst working to an agreed schedule of duties
- Work both as part of a team and on own initiative
- Effective communications skills (verbal and written)
- Flexible working practice (shifts include weekends and evenings)
- Honest, reliable, trustworthy
- Able to respect confidentiality

DESIRABLE:

- Awareness of special dietary needs
- Experience of buffet preparation, presentation and delivery
- 706/1, 706/2, NVQ2 or equivalent catering qualification



JOB DETAILS

Post:	Bank Assistant Cook
Salary :	£7.21 per hour, which includes holiday pay of 70p per hour, paid monthly in arrears
Hours:	As and when required/casual basis (also includes evenings and weekends).