



JOB DESCRIPTION	
Job Title:	Cook
Hours of Work:	Up to 25 hours per week
Base:	Barnsley Hospice and Mapplewell and Staincross Village Hall
Department:	Facilities
Accountable To:	Catering Team Leader
Responsible For:	The cook will supervise Volunteers as required on a day-to-day basis ensuring they are well supported to fulfil catering operations.
Job Purpose:	To deliver a high-quality catering service across the Hospice, offering a range of healthy and nutritious food and drinks to patients, relatives, visitors and staff.
Organisational Summary	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.</p>
Main Duties & Responsibilities:	
Key Duties and responsibilities <p>Catering Operations</p> <ol style="list-style-type: none"> 1. Prepare and produce all meals to the high standard required throughout the Hospice and café catering functions, offering a range of healthy and nutritious food and drink choices for patients, customers, visitors and staff. 2. Work to a set flexible three-week menu rotation, making additional options available where possible at the hospice. 3. Prepare and serve food and beverages, ensuring high-quality presentation. 4. Operate the till, handle cash and card payments, and maintain accurate records at the cafe. 5. Participate in, and in the absence of the Catering Team Leader co-ordinate, with IPU Staff daily to discuss patient requirements and ensure menu planning for special diets (Allergens). 6. Comply with the relevant Health and Safety, Food Hygiene and Food Safety Standards. Raise any concerns with the Catering Team Leader. 	

7. Clean Hospice and café kitchens and catering areas, following set cleaning schedules in line with Environmental health standards. Record all cleaning duties and temperature checks.
8. Ensure that any vending machines are checked and restocked daily

Supplies and Security

9. In the absence of the Catering Team Leader, take responsibility for stock control and rotation of food supplies, keeping accurate records as appropriate.
10. In the absence of the Catering Team Leader, order food supplies from agreed suppliers as required and receive deliveries.
11. Safe usage of all catering and cleaning equipment and materials in accordance with Hospice policy and guidelines.
12. Ensure that catering equipment and supplies are locked away at the end of shifts.

People Management

13. In the absence of the Catering Team Leader take the operational lead and supervise bank assistant cooks and volunteers ensuring that standards of service are maintained.
14. Assist in the training of new or less experienced staff.

Customer Service & Engagement

15. Provide friendly, welcoming, and efficient service to all customers.
16. Be knowledgeable about menu items and assist customers with any dietary requirements or allergens.
17. Support hospice fundraising efforts by engaging with customers about initiatives where appropriate.

Other Responsibilities
<ol style="list-style-type: none">1. To undertake any other duties, commensurate with the role as required by the Hospice.2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.3. The post holder will be expected to maintain strict confidentiality at all times.4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.6. The post holder is to ensure data protection is maintained at all times.7. The post holder will be flexible in terms of working hours in order to meet service needs.8. The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
Knowledge and educational achievements:	
<ul style="list-style-type: none"> • Level 2 Food Hygiene certificate • City & Guilds 7061/7062 or equivalent experience – desirable • Manual Handling – desirable • COSHH – desirable • Basic Food Safety certificate – desirable 	Assessment method – application and interview
Experience and work achievements:	
<ul style="list-style-type: none"> • Experienced cook • Experience of taking the operational lead in a catering environment • Experience of supervising and co-ordinating a team of staff – desirable • Experience of managing stock control and rotations and keeping accurate records – desirable 	Assessment method – application and interview
Skills and abilities:	
<ul style="list-style-type: none"> • Knowledge of food safety • Good organisational skills and the ability to co-ordinate the work of others • Ability to prioritise workload to meet deadlines. • Awareness of the relevant CQC standards - desirable • Understanding of nutrition and the dietary requirements of patients - desirable 	Assessment method – application and interview
Personal attributes:	
<ul style="list-style-type: none"> • Excellent communication skills with the ability to interact appropriately with patients, visitors, staff and suppliers. • Proactive approach and willingness to be flexible • Remains calm under pressure 	Assessment method – application and interview

Our Values and Behaviours:	
<p>Ambition: <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i></p> <ul style="list-style-type: none"> • We set high standards for ourselves and the services we provide. • We seek every opportunity to learn: from our successes and our mistakes. • We take a flexible and creative approach when seeking opportunities and solutions. <p>Collaboration: <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i></p> <ul style="list-style-type: none"> • We value diversity in its broadest sense and take meaningful action to create an inclusive environment. • We seek out and nurture partnerships so we can achieve more together. • We are welcoming and friendly. <p>Compassion: <i>We are caring and treat everyone with kindness and respect.</i></p> <ul style="list-style-type: none"> • We show empathy and consideration towards others. • We are genuinely caring and respectful in our interactions with others. • We are generous with our time and attention, and value the people around us. <p>Integrity: <i>We are honest, communicate clearly and openly, and take responsibility.</i></p> <ul style="list-style-type: none"> • We are open and honest with ourselves and others. • We are trustworthy and reliable and deliver on our promises. • We are professional and take our responsibilities seriously. 	<p>Assessment method – application form and interview</p>