

JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	General Assistant Chef (Butterworth)
Band/Grade:	SPOT
Hours of Work:	15 hours per week, Saturday and Sunday, including bank holidays.
Accountable to:	Executive Chef/Head Chef
Responsible:	General Manager Estates and Facilities
Department:	Estates and Facilities Catering
Job Reference:	331GA002
Last Update (insert Date):	October 2021
Disclosure and Barring(DB) Check Required:	Yes x Level:

2. JOB PURPOSE
<p>As General Assistant Chef, you'll prepare well balanced nutritional meals for a range of service users with unique dietary requirements and maintain excellent standards of hygiene and safety.</p> <p>The post holder is required to meet standards in line with agreed policy, procedures, including Key Performance Indicators (KPIs) profitability and productivity. The requirement for this role is to maintain good customer and colleague relations at all times.</p> <p>Be responsible for the supervision of a general assistant, maintenance of temperature records and maintain the 5 star Food hygiene rating.</p> <p>Be passionate about food, with a desire to learn and develop skills whilst providing an exceptional customer service</p> <p>To work 15 Hours per week, Saturday and Sunday, including and bank holidays.</p>

3. ORGANISATIONAL STRUCTURE

4. ROLE OF DEPARTMENT

The Catering Department provides an effective and efficient food service within the wards and hospitality events, ensuring the highest food safety standards at all times to patients, visitors and staff.

To provide a 5* service at all times by ensuring all meals are delivered correctly, on time and presentation is as per the Standard Operation Procedures.

Ensuring that designated food preparation area is clean and safe in accordance with health and safety requirements, The Hospital Food Standards, The International Dysphagia Diet Standardization Initiative (IDDSI), The British Dietetic Association, and NHS National Specification of Cleaning Standards.

5. RESPONSIBILITIES OF THE POST

5.1 Role Responsibilities

- Maintain a high standard of personal hygiene at all times, adhering to the rules and regulations as laid out in the hospital's procedures and policies.
- Ensure that all food is correctly and safely prepared and stored
- Ensure food is presented in a way which meets agreed hospital standards
- Ensure all equipment is left clean at end of shift in line with systems in place
- Reporting of equipment faults or concerns in line with agreed local procedures
- Prepare, cook and serve meals for patients, staff and visitors, ensuring the highest standards of food safety throughout the process.
- Observe and maintain all necessary 'due diligence' records as required by HACCP and the hospital's policy and procedures
- Adhere to standard recipes and methods and make the most economical use of all ingredients whilst maintaining a strict avoidance of waste.

5.2 General Responsibilities

- To ensure all food is cooked, presented and served as per the hospital's standards, using

innovation in the method and style of presentation and food service

- To follow standard recipes and ensure service times with good quality plated food .
- To prepare, cook and serve food for patients, staff and visitors and retail areas.
- To ensure food is of the specified quality, nutritional standard and in the quantities laid down on the meal requisitions .
- To effectively maintain quality, time and temperature standards, keeping records as appropriate.
- Maintain high standards of cleanliness and hygiene at all times; to clean and sanitise own work area during and after production, including removal of waste and rubbish to designated area.
- Check that all food received is in accordance with the quality and quantity ordered, adopting strict control principles .
- To notify Head/Sous Chef of any discrepancies in deliveries.
- To assist with the moving and handling of trolleys when required.
- To assist with functions/ hospitality work as required.
- Participate and assist with the handover
- To comply with Health and Safety Regulations and Health Care Policies.
- To attend staff meetings when required.
- Report any maintenance faults to the Head Chef/ Executive Chef
- Any other duties designated by the Executive Chef including duties in the main hospital kitchen.

5.3 Customer Care and Communications

- To be customer focused at all times; approachable and quick to exceed expectations in fulfilling patient needs providing a friendly and efficient service .
- To work as part of a team and communicate in a polite, courteous and positive manner.
- Report maintenance faults, building fabric issues, pests and any other concerns to the Estates Helpdesk.

- To report any accidents or potential hazards immediately.
- Complete daily hand – over reports

5.4 Cleaning Equipment and Materials

- To be responsible for cooking equipment used, always keeping it clean , use it as per training instruction , free from damage and report any faults.

5.5 Security

- To demonstrate diligence whilst on duty and report any concerns to your manager.
- To be responsible for the safe and secure handling of equipment/keys and door codes to departments, wards and clinics.

5.6 Training

Attend task specific and mandatory training , for example:

- Fire safety Awareness
- COSHH
- Manual Handling
- Infection Control
- Health & Safety Awareness
- Safeguarding

5.7 Health and Safety

- Ensure the correct use of chemicals for the type of surface and finish required, making certain the handling and usage of such are in line with the COSHH regulations, risk assessments, safe systems of work and training given.
- Report equipment defects to Estates Helpdesk and/ or Line Manager ensure all equipment is cleaned after use and is left in a safe condition and ready to be used by the next person on duty.
- Maintain high standards of personal hygiene by wearing the uniform provided, and ensure that it is kept clean and presentable at all times.
- Attend training sessions not necessarily held at your place of work and at times not rostered to work.

- Ensure that all work is carried out in accordance with local Risk Assessments as per the mandatory training, eg. Manual Handling and Health & Safety
- Expected to ensure a healthy and safe environment exists in all departments at all times. She/he is expected to take reasonable care of her/his acts or omissions. Adhere to policies and statutory regulations all times.
- Required to observe the ward/departmental procedures including sickness/absence reporting, dress code and annual leave booking.

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

6.1 Other Duties:

- To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.5 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

6.6 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.7 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

6.8 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs

and priorities and following discussion with the post holder.

7. CREATED BY: Joana St Joh, Lee Szukalski

SIGNATURE: Joana St John, Lee Szukalski

PERSON SPECIFICATION

Post Title: General Assistant Chef

Criteria		Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> • City and Guilds 7061/7062 or equivalent NVQ or SVQ Level 2 General Catering or equivalent essential • HACCP Level 2 • Food Labelling • Allergen • Knowledge of regulation, e.g. COSHH, Health & Safety 	√ √ √ √ √		Interview
Experience	<ul style="list-style-type: none"> • Previous experience of working in kitchens • Ability to work as part of a team • Ability to work closely with service users and communicate effectively with them • Able to communicate effectively verbally and in writing essential • Experience of working in a health and social care setting desirable • IT literacy essential • Demonstrable skills in cooking for large groups of people and an ability to cater for varying dietary needs essential 	√ √ √ √ √ √		Interview

Skills and Knowledge	<ul style="list-style-type: none"> • Have a good standard of English language both written and oral communication skills • Ability to work in a high pressured environment & work to deadlines • Diplomacy and ability to deal with difficult situations • Communicate effectively with colleagues to ensure an accurate exchange of information about domestic tasks and service requirements. • Ability to work as a team member or on own initiative. • Good knowledge of COSHH and Manual Handling. • Undertake cleaning tasks 	√ √		Interview
Attributes and Qualities	<ul style="list-style-type: none"> • Able to demonstrate a commitment and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs. • Must be able to demonstrate and encourage behaviours consistent with the hospital values and behaviours. • Able to positively influence to ensure effective and efficient delivery of service • Ability to follow instructions and maintain high levels of standards • Have flexible working attitude and remain calm pressure and stressful situations • Ability to work under pressure with strong organisational skills • Confident, professional and welcoming personality • Demonstrable ability to meet hospital values 	√ √ √ √ √ √ √ √		Interview