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## Job Description

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**Post:** Assistant Chef  
**Grade:** Hospice Grade 2  
**Hours:** To include various shifts across a 7-day rota  
**Reports to:** Hospitality Lead  
**Accountable to:** Facilities Manager

### Overall aims:

To assist with the provision of nutritious home-cooked meals of a high quality and which cater for a range of dietary requirements.

### Key areas:

- To prepare nutritious meals for Hospice patients, ensuring a high standard of food safety and personal hygiene
- To participate in menu planning.
- To assist with the storage of food stock, consumables and non-consumables.
- To assist ordering of food supplies in the absence of the Catering Coordinator or Hospitality Lead.
- To direct catering volunteers within the kitchen area in the absence of the Hospitality Lead.
- To carry out cleaning duties in accordance with the cleaning rota, to keep the kitchen tidy at all times.
- To work collaboratively with all Hospice staff, volunteers and service users.
- To maintain departmental, patient and whole Hospice confidentiality.
- To undertake any other duties (within capability) as requested by a manager, including but not limited to, the Catering Coordinator, Hospitality Lead or Facilities Manager.
- To work alongside the clinical team with patient admissions for dietary information & menu choices
- To complete due diligence paperwork as directed by Catering Co-ordinator & Hospitality Lead
- To keep up to date with food hygiene, allergen training & special dietary requirements training & information

## Person Specification

<b>Knowledge and qualifications</b>	<b>Essential</b>	<b>Desirable</b>
City and Guilds 706/1 and 2 or NVQ 3 in catering, or equivalent or demonstrable competence	✓	
Basic food hygiene certificate	✓	
<b>Experience</b>		
Previous catering experience	✓	
Experience of catering in a Healthcare establishment		✓
Working knowledge of health and safety	✓	
Working knowledge of food hygiene regulations	✓	
Knowledge of catering for special diets		✓
Knowledge of planning varied menus		✓
Understanding of the Data Protection Act 2018 requirements and other relevant legislation		✓
<b>Skills and abilities</b>		
Creative food presentation skills	✓	
Effective communication and customer service skills	✓	
Ability to prioritise and manage workload	✓	
Ability to work calmly and methodically under pressure	✓	
Ability to work in a team as well as individually and without direct supervision	✓	
Ability to prioritise and use initiative	✓	
Effective IT skills	✓	
<b>Personal qualities</b>		
Approachable and compassionate	✓	
Flexible approach to working hours, with a positive attitude towards change	✓	
Commitment to the prime importance of confidentiality	✓	

<p>This document is subject to review as part of the annual appraisal process and in case of any changed service provision following discussion with the post holder.</p>
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