

## Weldmar Hospicecare

### Job Description and Person Specification

<b>Job Title:</b>	Chef
<b>Location:</b>	Inpatient Unit, but working across all sites as and when required
<b>Hours of work:</b>	Part Time - 24 hours
<b>Grade:</b>	Weldmar Salary Scale
<b>Reports to:</b>	Chef Manager
<b>Responsible for:</b>	N/A

### Job Context

Weldmar Hospicecare is an independent charity that provides specialist end of life care to patients and those that are important to them throughout Dorset. This care is given in the comfort of patients own homes by Weldmar Community Nurses, via Day Services held across the county or as patients at our Inpatient Unit in Dorchester. Our team of dedicated staff and volunteers ensure that we can continue to support patients through one of life's most difficult journeys. We work closely with other health care providers including the NHS to ensure that our patients receive the highest possible care.

We do receive some funding from the NHS but the majority of our income is generated by our fundraising and retail teams, which plays a vital part in securing income to fund our care, both now and in the future.

Weldmar at Home is a crucial new service that offers end of life care to patients in their own homes whilst also supporting their relatives and carers; thus supporting patients to end their days in the comfort of their familiar surroundings if that is their wish.

The catering team is part of the Hotel Services Department who deliver catering, housekeeping and domestic services to the whole Charity. Catering services aspire to excellence in the catering offer. The Chef role is integral to the running of the non-clinical catering facilities of the charity



The team provide catering services to several facilities with very different requirements throughout the buildings including, the day services, the Inpatient Unit (IPU) patient meal services, The Orangery restaurant, the staff meals and lunch service.

## Job Purpose

- The post holder will assist the Chef Manager and their catering team in the day to day operations.
- The post holder will provide effective and efficient preparation, cooking and serving of meals within the Weldmar catering remit under the direction of the Chef Manager and the Specialist Chef team.
- From time to time the post holder will be required to assist other charity catering sites and will be required to cover additional shifts during periods of holidays or absence.
- To work as an integral part of the Hotel Services team, contributing to the delivery of all hotel and catering services within the Charity.
- To assist the catering management team in the preparation, presentation and delivery of the highest quality food to all consumers.
- To assist the catering management in the maintenance of a safe, clean and hygienic environment is maintained.

## Scope and Limits of Authority

- The post holder is guided by standard operating procedures (SOP), but their work will be checked and sampled on a regular basis by the Specialist team for suitability.
- The post holder is responsible for safe and efficient use of resources, including catering supplies, kitchen equipment and cleaning materials
- The post holder will be required to provide a supervised meal service and be able to participate in all catering tasks during busy periods.
- Career progression into Specialist Catering possible for suitable candidates.

## Job tasks

- Assist in the preparation, cooking, presentation and delivery of allocated dishes on time and to the required standard.
- Use all available resources efficiently and effectively, and in-line with good practices as set out by the Chef Manager.





- To ensure that all crockery, cutlery, utensils, cooking equipment throughout the areas are regularly collected and processed as required.
- To ensure that all catering areas are cleaned to the required standard, in accordance with the cleaning schedules and HACCP.
- Maintains personal and catering hygiene standards in accordance with the Food Hygiene Policy and training.
- To have a full understanding of all kitchen equipment, materials and cleaning agents and the correct use. To work in a clean and tidy way and to use/maintain equipment and appliances in a safe manner, reporting any defects to Chef Manager or Specialist Chef.
- Report hazards to the Chef Manager or Specialist Chef in accordance with health and safety procedures, having regard for the wellbeing of staff, patients and visitors
- To undertake catering training and participate in any other training as required including annual mandatory training.
- To have an understanding of basic infection control and prevention methods
- To carry out tasks in distressing or emotional circumstances.
- To work with other hotel services teams during exceptionally busy times or as required by the Hotel Services Manager.
- Provide excellent customer care to all customers within the Charity.
- Carry out any operational duties as required and commensurate with the position.
- Comply with Allergen laws as laid out in the Food Allergy Policy



## PERSON SPECIFICATION

### Qualifications and Knowledge

- NVQ Level 2/3 in Professional Cookery or equivalent
- Basic Food Hygiene Certificate Level 2 or equivalent
- Numeracy & Literacy- GCSE in English Language and Math's at Grades A – D
- Understanding of food preparation and storage

### Experience

- Experience of working in a healthcare environment, professional kitchen or restaurant
- Previous experience of catering in a busy fresh food environment.

### Skills and Abilities

- Good organisational skills and ability to prioritise effectively
- Good interpersonal skills and ability to communicate clearly and sensitively with users of the service
- Awareness of need for personal hygiene, particularly within a catering and healthcare environment
- Positive and flexible approach to working in a team and supporting other team members
- Good culinary skills
- Basic IT skills are required. Training is available.
- A good work ethic & attention to detail & demonstrates maturity
- Has a passion for cooking and working in a busy catering environment
- Able to remain focused and effective in emotional or stressful situations

### Other Requirements

- Commitment to the values and ethos of Weldmar Hospicecare
- Act as an advocate and ambassador for the Charity
- Commitment to and understanding of equality and diversity and how this translates into good practice
- Understands and conforms to Weldmar Hospicecare infection prevention and health and safety policies and actively promotes best practice at all times.
- Commitment to own continued (professional and) personal development
- (If required) Ability to travel which requires a full valid driving licence and business insurance

