

JOB DESCRIPTION

Job Details	
Job Title:	Line Cook (Chef de Partie)
Band:	Band 3 (£11.67ph - £12.45ph)
Department:	Estates and facilities
Directorate:	People and Services
Reporting to:	Catering Team Leader
Location	Winsley

Job Summary / Main Purpose:

To assist with the efficient operation and production of healthy and nutritious food provided to patients, staff and visitors including internal and external catering.

Principal Duties and Responsibilities

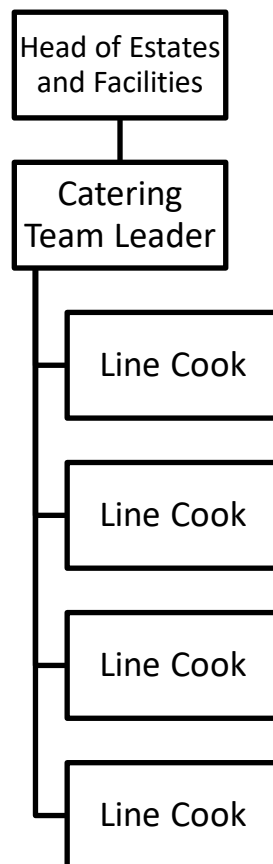
- To prepare, cook, service and present food in a professional manner.
- To prepare meals to the amounts forecasted, exercising the required level or portion control.
- To ensure allergen information is available for all food produces.
- To assist as directed in relation to conference and meeting catering.
- To liaise with Ward Hosts and Nurses in relation to special dietary requirements.
- To ensure workload is completed in a timely manner, supporting colleagues as required.
- To keep working areas and equipment in a clean and hygienic condition. Ensuring that good hygiene practices are observed in all catering tasks.
- To assist with menu planning and menu development.
- To comply with all current Food Hygiene Legislation and to attend necessary training for the role.
- To assist with receipt of stock from catering stores and be aware of the security of all good and provisions within the area.
- To practice good levels of stock rotation and the correct storage of all perishable items. Ensuring that all refrigerated and frozen items are stored at the correct temperature and signed accordingly.

- To carry out visual checks of kitchen equipment to ensure fitness for use and report any defects to the catering team leader.
- To hold a good understanding of health & safety and compliance within a catering role.

Other Requirements

- To undertake and statutory and mandatory training as required for this post.
- To act as a representative of Dorothy House and its values at all times when engaging with staff, patients, visitors and volunteers.

Structure Chart



Contacts

Other members of staff, volunteers, in-patients and day care patients, relatives and visitors, external customers.

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Person Specification –

Criteria	Essential	Desirable
Good standard of Maths and English.	X	
Experience working as a Kitchen Assistant (Commis) / working within a catering environment for more than 1 year.	X	
NVQ Level 2 in Catering and Hospitality / formal cooking qualification		X
Experience working as a Line Cook (Chef de partie)		X

Active food hygiene certificate.		X
Good communication skills. To confidently and passionately engage with the 'customers' of our catering service.	X	
Highly organised, and can work unsupervised to tight schedules and deadlines	X	
Effective team member with good prioritisation skills and a flexible work approach	X	
Good level of fitness to meet the physical requirements of the role.	X	