

Head Chef**MAIN PURPOSE AND SCOPE OF THE JOB:**

The post holder is responsible for the efficient running of catering services at the designated hospice site and any other catering venues attached to the site, primarily for the benefit of hospice patients but also its staff and volunteers. These services are responsible for providing nourishing and well prepared meals and for ensuring a high standard of cleanliness and hygiene.

POSITION IN ORGANISATION

Reports to: Catering Services Manager

Responsible for: Cook
Catering Assistant

DUTIES AND KEY RESPONSIBILITIES**A Management**

- Responsible for the day-to-day running of the catering services
- Responsible for the preparation of duty rotas for all staff and volunteers in the department, ensuring adequate cover is provided at all times and is within budget
- Responsible for the line management and supervision of the work of all catering staff at the designated hospice site
- Responsible for annual appraisals for all the Cooks and Catering Assistants at the designated site
- Responsible for authorising annual leave and for monitoring and managing sickness absence in line with HR policy, including conducting Return to Work interviews.
- Ensuring the kitchen and all catering areas, dining room and other areas a high degree of hygiene is maintained in line with the relevant corporate policies and Environmental Health requirements.
- The post holder will have a 'hands on' approach, ensuring that varied menus are prepared, as well as the preparation of specific meals to meet the needs of individual patients whenever necessary
- The ordering and preparation of food and refreshments for functions, courses and meetings as required
- Oversee the provision of catering and refreshments for hospice events.

B Administration

- Ordering of provisions from authorised suppliers
- Monitoring and ensuring compliance with relevant budgets
- Accounting for, and the stock control of, all provisions and supplies received and ensuring all invoices are accurate
- Rotation of stock to ensure it is used within its shelf life
- Checking of timesheets prior to passing them to the Human Resources Department.

C Additional Duties

- Undertaking training and development necessary for the post

GENERAL RESPONSIBILITIES

Corporate Governance –

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct. Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

Health and Safety –

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

Data Protection –

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

Flexibility –

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.

Date Written: November 2020

PILGRIMS HOSPICES – PERSON SPECIFICATION

Head Chef

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential?
EXPERIENCE	<ul style="list-style-type: none"> • Experience of managing a professional kitchen • Experience of working in a healthcare setting 	✓ ✓	✓ ✓	✓
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Ability to manage a team of cooks and catering assistants • Awareness of catering requirements within a hospice environment • Ability to organise and prepare well balanced and nourishing meals • Excellent communication skills and ability to take responsibility. • The ability to work flexibility, ensuring all shifts are covered. 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
KNOWLEDGE	<ul style="list-style-type: none"> • Awareness of catering requirements within a hospice environment 	✓	✓	
QUALIFICATION/ TRAINING	<ul style="list-style-type: none"> • City & Guilds 706/1 & 2 or NVQ level 1& 2 equivalent • Basic Food Hygiene and Safety certificate 	✓ ✓		✓ ✓

Date Written: November 2020