

**Cook****MAIN PURPOSE AND SCOPE OF THE JOB:**

The role of the Cook is integral to the smooth running of the hospice kitchen. The Cook is responsible for producing fresh meals for patients and staff according to a daily menu as well as deputising for the Head Chef where appropriate.

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**POSITION IN ORGANISATION**

**Reports to:** Head Chef

**Responsible for:** None

**DUTIES AND KEY RESPONSIBILITIES****A Food Service**

- Preparing a variety of hot and cold food, cooked to a high standard.
- Producing nutritionally balanced meals for patients, staff and visitors according to a daily menu.
- Liaising with other professionals in respect of special diets, that might be required for individual patients.

**B Other Duties**

- Ensuring the required standards of cleanliness and hygiene are maintained at all times.
- Providing supervision and guidance to Catering Assistants.
- Deputising for the Head Chef as required.
- Maintaining paper and electronic records as instructed by the Head Chef.

**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:            2021**

## PILGRIMS HOSPICES – PERSON SPECIFICATION

### Cook

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?  |
| <b>EXPERIENCE</b>              | <ul style="list-style-type: none"> <li>Experience of working in a professional kitchen or similar environment</li> </ul>   | ✓                  | ✓           | ✓           |
| <b>SKILLS/ ABILITIES</b>       | <ul style="list-style-type: none"> <li>Able to work using own initiative and without supervision</li> <li>Able to work prioritise and work well under pressure</li> <li>Good interpersonal and communication skills</li> </ul> | ✓                  | ✓<br>✓<br>✓ | ✓<br>✓<br>✓ |
| <b>KNOWLEDGE</b>               | <ul style="list-style-type: none"> <li></li> </ul>   |                    |             |             |
| <b>QUALIFICATION/ TRAINING</b> | <ul style="list-style-type: none"> <li>Basic Food Hygiene Certificate</li> <li>Relevant catering qualifications</li> </ul>   | ✓                  |             | ✓           |
| <b>OTHER REQUIRE-MENTS</b>     | <ul style="list-style-type: none"> <li>Willingness to undertake further training</li> </ul>  |                    | ✓           |             |

**Date Written: 2021**