

HOLY CROSS HOSPITAL

JOB DESCRIPTION AND CANDIDATE PROFILE

Job title: Cook/General assistant

Responsible to: Catering Team Leader and Chefs

Accountable to: General Manager

Key working relationships: General manager, Catering team leader, chefs, general assistants, ward staff, assistant general manager

1. OVERALL OBJECTIVE OF JOB ROLE

Supervise and co-ordinate patients menu's ensuing a high standard of food, food hygiene and service in line with hospital requirements and policies and procedures. Prepare and cook on an a la carte style meals for hospital staff and visitors ensuring high standards of food presentation and customer service at all times.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1 main duties	Reference
<ul style="list-style-type: none"> Prepare and cook dining room featured menu items for staff and visitors using standard recipes and preparing food to coincide with allergen guidelines. Ensure the highest standard of food quality. 	Food safety management system
<ul style="list-style-type: none"> Presentation and high level of customer service are achieved and maintained at all times. 	Food safety management system
<ul style="list-style-type: none"> Control food wastage and ensure that products are labelled and dated and stock rotated to avoid excess food waste. 	Waste disposal policy
<ul style="list-style-type: none"> To assist or cover in the chefs absence for sickness or holiday. This will entail working alongside the main chef as per your weekend duties. You will also be responsible for providing help and guidance to other staff. 	Food safety management system
<ul style="list-style-type: none"> Ensure stock rotation at all times including fridges and freezers. 	Food safety management system
<ul style="list-style-type: none"> Check all goods delivered are in good condition and in date. Ensure food and temperatures are within delivery guidelines if there is a weekend delivery. 	Food safety management system
<ul style="list-style-type: none"> Prepare and deliver breakfast on a daily basis to patients on the ward, whether it be hot or cold items alongside IDDSI guidelines. 	Food safety management system
<ul style="list-style-type: none"> Prepare the breakfast tray for the following day for patients alongside IDDSI guidelines. 	Food safety management system

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<ul style="list-style-type: none"> • Serve patients supper on a late shift alongside IDDSI Which includes staff requests 	<p>Food safety management system</p>
<ul style="list-style-type: none"> • Make and present patients puddings alongside IDDSI guidelines. 	<p>Food safety management system</p>
<ul style="list-style-type: none"> • Support and set up functions inc laying tables, making tea and coffee setting up biscuits. Arranging table decors and drinks. 	<p>Food safety management system</p>
<p>Make fresh sandwiches to order as requested on lunch menus.</p>	<p>Food safety management system</p>
<ul style="list-style-type: none"> • Prepares all fresh salads for the day and following day, inc sandwich fillings. 	<p>Food safety management system</p>
<ul style="list-style-type: none"> • Ensure frozen items are taken from freezer in readiness for the next shift. Check with the Chef 	<p>Food safety management system</p>
<ul style="list-style-type: none"> • Assists the chefs over the lunch period – inc cooking of dining room menu items, presenting them and serving them in a professional and safe manner. This can include beef burgers, southern fried wraps, main course meal, salads, sandwiches etc. this list is not exhaustive. 	<p>Food safety management system Food safety management system Food safety management system</p>
<ul style="list-style-type: none"> • To work unaided and prepare lunches for staff and visitors on your weekend. 	<p>Food safety management system</p>
<ul style="list-style-type: none"> • Make homemade cakes and biscuits for the counter or for freezing. 	<p>Food safety management system</p>
<ul style="list-style-type: none"> • Maintain a high standard of personal hygiene and be responsible for your own uniforms and appearance. 	<p>Food safety management system</p>
<ul style="list-style-type: none"> • Accept payment using the Izettle tablet and card payment machine 	<p>Food safety management system</p>
<p>Answer the telephone and relays messages if applicable</p>	<p>Food safety management system</p>
<p>Cleaning schedule to be followed and signed. All COSHH policy data to be adhered to. PPE to be worn where advised.</p>	<p>Food safety management system</p>
<p>To Adhere to Hospital and government guidelines regarding reporting symptoms of Covid 19, wearing a face mask at all times on site and reporting any symptoms to your immediate supervisor. You will also be required to take weekly (subject to change in government or Holy Cross Hospital rulings) PCR tests and twice weekly LFT tests (again this can be changed at</p>	<p>Food safety management system Food safety management system</p>

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<p>short notice in relation to new government or Holy Cross Hospital regulations) Serve customers and some waiting at tables, clean service and dining areas, crockery and cutlery.</p> <ul style="list-style-type: none"> • Assist in the delivery and collection of hot/cold trolleys to designated departments. • Carry out washing up. • Carry out daily cleaning per cleaning schedule. • Maintain stock control. • Accept payment and give change, including, tablet and card payment machine • Assist with the preparation and service at special functions, if needed 	
<p>2.2 Equipment</p>	
<ul style="list-style-type: none"> • Ensure all equipment is cleaned and sanitized at the end of the shift referring to your cleaning schedule. Cleaning to be recorded and signed. All Dangerous substances Policy data to be adhered to. • Follow guidelines regarding manual handling where necessary around the kitchen • Report any faults or damage to equipment to catering team leader or in their absence fill in an Accident and Incident report form. 	<p>Food safety management system – cleaning schedule Health and safety policy</p> <p>Health and safety policy</p> <p>Health and safety policy</p>
<p>2.3 Health and safety</p>	
<ul style="list-style-type: none"> • Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management. • Maintain and protect the safety, confidentiality and dignity of patients and families. • Take an active role in the prevention and control of food poisoning and spread of bacteria Inc. cross contamination. 	<p>Health and safety Policy Safe Manual Handling policy Electrical safety Policy Infection Prevention Policy</p> <p>Food safety management system</p>
<p>2.4 General</p>	

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<ul style="list-style-type: none">• Maintain the principles of the Data Protection Act of 1998 both within and outside of the hospital environment.• Attend relevant team meetings• Reading and being familiar with Holy Cross Hospital policies and procedures• Read, understand and adhere to the food safety management system• Attend training sessions as scheduled.• Any other reasonable duties consistent with grade and responsibility as requested by the General Manager	<p>Information Governance Policy</p> <p>Food safety management system</p>
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3. PROFESSIONAL DEVELOPMENT

Attend training sessions as required by the General Manager to ensure the necessary knowledge and skills are maintained, including mandatory training.

Be committed to further development of own clinical skills and knowledge actively seeking learning opportunities as appropriate.

Work at all times within the scope of the health and safety at work act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.

To participate in an annual staff appraisal.

4. HEALTH AND SAFETY RISK ASSESSMENT

1. **Manual handling:** there will be occasions when lifting and moving heavy objects will be required in the job. Training in the correct handling techniques will be given. It will always be necessary to assess the task and seek help if required
2. **Hazardous Substances:** the range and quantity of hazardous substances are kept to a minimum. All substances held on site will be subject to Dangerous substances Policy assessments and will be stored, used and disposed of safely.
3. **Falls from height and slips trips and falls on the same level:** certain tasks will require the use of ladders. A risk assessment is required on each occasion and relevant policies and procedures must be followed. Proper footwear must be worn and the care should be taken to keep working areas free from obstructions that might give rise to slips, trips and falls.

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises.

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In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

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Post holder

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Print name

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Date

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General Manager

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Print name

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Date