

| <b>Queenscourt Hospice<br/>Role Description</b> |  |
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| <b>Post:</b>                                    | Cook   |
| <b>Reportable to:</b>                           | Cook Supervisor / Specialist Clinical Lead Nurse |
| <b>Accountable to:</b>                          | Director of Nursing Services                     |

### **Role summary:**

Working as part of a multi professional team you will be responsible for planning and preparing meals to exacting standards for patients, staff, volunteers and education centre.

### **Main Duties and responsibilities**

1. Demonstrate a commitment to the philosophy of Queenscourt Hospice ensuring that high standards prevail, whilst taking responsibility for planning and preparing wholesome appetising meals, the emphasis being 'Nourishing the whole person'.
2. Have due regard for the privacy and dignity of patients and those important to them at all times.
3. Maintain a high standard of personal and kitchen hygiene at all times, ensure appropriate rotation of stock and cleanliness of all food storage and preparation areas. Be responsible for ensuring that high standards of food hygiene are delivered in accordance with Queenscourt Hospice policy and current legislation. Maintain good order and discipline within the kitchen at all times and exercise due care and economy in the use of provisions, property and equipment.
4. Assist the catering supervisor in the review of menus when required. Discuss menu choices with individual patients and families whilst being sensitive to their particular dietary requirements. Help to inform others about eating and drinking in palliative care, whilst demonstrating an ability to communicate sensitively and appropriately with patients, families and staff.
5. Participate in internal and external focus groups as and when required to ensure sharing of good practice with other Hospice colleagues and patients and families
6. Supervise the work of volunteers assigned to kitchen duties.
7. To collect goods from the shops if requested to do so.

### **Policies and Procedures**

8. Understand and comply with the policies and practices of Queenscourt.
9. To participate in a personal annual development and review processes.
10. To attend statutory training in accordance with Queenscourt requirements.

### **Health and Safety**

11. The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or Queenscourt, reporting any potential risks to life or property immediately in accordance with the Queenscourt's Health and Safety policy and procedures. Staff must use all equipment provided to undertake their role safely.

### **Other**

12. Maintain absolute confidentiality in all areas of work
13. Maintain accurate and up to date records in accordance with the requirements of the kitchen.
14. Behave at all times with complete integrity, respect and professional dignity ensuring actions enhance the reputation of themselves and the charity.
15. Any other duties commensurate with the grade and post.

### **NOTE:**

**This document does not attempt to describe all the tasks to be performed. It will be open to periodic review and as a minimum will take place annually as part of the appraisal process and as a result, alterations and additions may be made.**

## Person Specification – Cook

| Attributes Required<br>(based on job requirements) | Essential   | Desirable  | How tested  |
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| <u>Qualifications</u>                              | <ul style="list-style-type: none"> <li>Basic Food Hygiene Certificate</li> </ul>  | <ul style="list-style-type: none"> <li>Advanced food hygiene certificate</li> <li>Further education or general training relevant to the role</li> </ul>  | Application Form<br>Certificates                    |
| <u>Experience</u>                                  | <ul style="list-style-type: none"> <li>Catering experience</li> </ul>   | <ul style="list-style-type: none"> <li>Previous experience in a health and/or care setting</li> </ul>  | Application Form<br>Interview<br>References         |
| <u>Skills &amp; knowledge</u>                      |   | <ul style="list-style-type: none"> <li>Understanding of palliative care</li> <li>Basic understanding of the Hospice movement</li> <li>Good, proven knowledge of nutrition</li> <li>Excellent interpersonal skills</li> <li>Good communication skills</li> <li>Genuine interest in working in a healthcare setting</li> </ul> | Application Form<br>Interview<br>References<br>Test |
| <u>Personal Qualities</u>                          | Highly motivated; calm attitude; can demonstrate initiative; team player who can demonstrate a positive and flexible approach along with an understanding of the charitable ethos and of working with volunteers. |  | References<br>Interview                             |

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| <u>Disclosure and Barring Service (DBS)</u> | This post is subject to a disclosure and barring check |
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