

Job Title	Head Chef/Chef
Location	Lewis-Manning Hospice, 1 Crichel Mount Road, Lilliput, Poole
Reporting to	Finance and Operations Manager

Job Context	Lewis-Manning Hospice, set in its own grounds in Lilliput, is a centre offering specialist care to local people and their carers living with cancer and other life-limiting illnesses. The hospice is expanding during early 2014 to include an In-Patient Unit.
--------------------	--

Job Purpose	To provide catering services for patients (Day Hospice and In-patients), staff and visitors in accordance with the operational policy for Catering Services. To manage the smooth running of the kitchen.
--------------------	---

Scope and Limits of Authority

- To manage the main kitchen and provide daily meal services to patients, staff, visitors, education and conference delegates
- To ensure adherence to all health, safety and hygiene regulations appertaining to food production and service and beverage preparation throughout the premises
- To provide professional advice to the Finance & Operations Manager on all matters relating to catering services

Main Duties and Responsibilities:

- To further develop the catering facilities at Lewis-Manning Hospice
- To lead and motivate the catering team with a continual focus on how the catering service can be improved to better meet the needs of patients, visitors, volunteers and staff
- Ensure the prompt provision and efficient service of all meals and catering requirements at the specified time to the highest standards
- Ensure that patients in the Inpatient Unit are visited on a daily basis to discuss their dietary requirements and support relatives who may be using the catering service, including gathering regular feedback on both food quality and service
- Have a working knowledge of the implications for meals of the various diets that patients may be following, liaising closely with relevant clinical and/or medical staff as necessary
- Prepare menus for day hospice patients and in-patients, staff and visitors meals, to be prepared in accordance with dietary needs discussed with the Senior Clinician
- To prepare, cook and serve all types of meals/snacks for patients, visitors, staff and volunteers following set menus
- Provide food services as required throughout the seven day week period for patients, staff and visitors



Lewis-Manning Trust
time to care

- To set up, maintain and participate in staff duty rotas for all of the catering services to ensure adequate cover at all times, maintaining a flexible approach to working hours in order to meet the needs of the service
- Ensure that all orders and supplies are checked and monitored against the budget set for catering
- Plan menus and ensure they are reviewed regularly
- Keep the in-patient unit kitchen adequately stocked with provisions as required and ensure all food stock is within date
- Ensure that all costs and expenditure are within the budgeted levels agreed
- To control the purchase of all provisions ensuring the best possible value for money, that stock levels are adequate and that stock control measures are maintained. To approve all invoices for payment and to keep detailed records.
- Order, receive and store in good and secure condition all commodities required for the provision of catering services
- Support and work with volunteer "staff" as required, particularly over the provision of suppers for patients
- Participate in in-house functions, as required
- Recruit, manage, train, supervise and motivate all catering staff as necessary, including undertaking the annual appraisal
- Maintain training records for all staff, ensuring that individual needs are recognised and met either through on or off job training
- Instruct staff on all emergency measures in case of accident and have a first aid kit available and stocked in the kitchen
- Keep up-to-date on statutory and regulatory requirements in health, safety, hygiene and food handling and infection control
- Ensure that adequate levels of hygiene are maintained at all food/beverage preparation facilities, including staff areas
- Ensure all work areas in the kitchen are kept tidy and clean
- Ensure all relevant staff and volunteers meet Basic Food Hygiene requirements as specified by the Environmental Health Services
- To ensure that all relevant records are maintained in accordance with current Food Hygiene Legislation
- To ensure that all catering staff receive mandatory training within the required time frames
- To attend meetings and training sessions as required
- Advise the Finance & Operations Manager on all aspects appertaining to the maintenance and development of catering services
- Advise and support kitchen and other staff on catering matters as required
- Maintain sensitivity to cultural traditions and adhere to religious beliefs in preparation and services of all food on premises
- Implement procedures to minimise wastage and over-production
- Manage relationship with suppliers
- Ensure that all equipment used is in safe working order, checked regularly and serviced and ensure any faults are rectified and ensure equipment is not used until it is safe to do so

- To monitor the number of covers provided and to provide accurate and timely information and reports as requested by the Finance and Operations Manager
- To monitor staff holidays and sickness

Health and Safety

It is the responsibility of all Staff to:

- Take reasonable care for the Health and Safety of themselves, colleagues, patients and visitors
- Report (without delay) any accidents, incidents, near-miss events, risks, faults of defects
- Use all work equipment (medical devices, dangerous substances, machinery, transport, means of production, and safety equipment) in accordance with training and instructions provided
- Not use such items or equipment unless they have received appropriate information and training

Data Protection Act 1998

The 1998 Act establishes a set of principles with which users of personal information must comply. It imposes a new duty to “process” information fairly and lawfully. “Process” has a wider definition which covers obtaining, holding, recording information and any other operation including the disclosure of information.

It is the responsibility of each member of staff to ensure that all computerized/manual personal information relating to patients or other members of staff to which he/she has access in the course of employments, is regarded as **STRICTLY CONFIDENTIAL**.

As part of our recruitment procedure, this post will be subject to a criminal record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person’s criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DH) and the Department for Education and Skills (DfES) of those considered unsuitable for this type of work.

This is an outline job description and may be subject to change, according to the needs of the service, in consultation with the post holder. A job description review will automatically take place as part of the Annual Appraisal.