

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title: Cook / Chef

Responsible to: Senior Catering Supervisor(s)/Service Manager(s)

Department(s): Catering

Directorate : Estates, Facilities, Capital Planning and Health & Safety

Operating Division: Corporate

Job Reference:

No of Job Holders: 10 - 15

Last Update (insert date): June 2023

### 2. JOB PURPOSE

Prepare, produce and present a wide range of menu items required for the safe provision of food to patients, staff and visitors. This will include the preparation and service of therapeutic diets and ethnic diets.

Supervise staff involved in all aspects of washing up and cleaning of the Catering Department when on shift, particularly on an early shift and at the end of an evening shift when in the absence of a supervisor. Maintain a clean, safe working environment and to assist in the delivery of all catering services to patients, staff and visitors within the Division.

Ensure safe working practices are followed in accordance with Health & Safety.

Follow departmental guidelines in respect of a full Food Safety System and be aware of the allergen content of all dishes prepared for service users when required, with the ability to highlight any changes to the appropriate person. This may be on accepting a delivery or when preparing a dish and a substitute item has been received from the store or supplier.

### 3. DIMENSIONS

Total meal service to approximately 400 patients and a number of visitors and staff using the catering facilities within NHS Fife.

Ensure economical use of available resources.

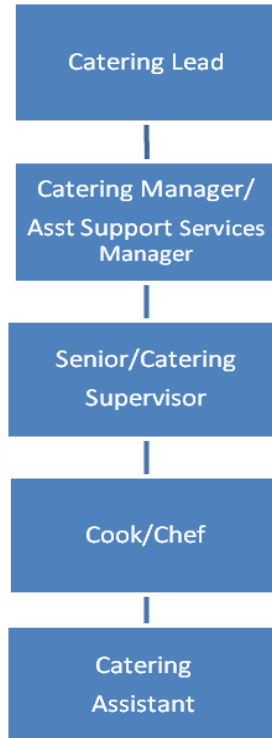
Work designated daily from the Catering Supervisor or manager also working to a planned menu utilising standard recipes covering all menu cycles.

Deliver a cost effective service through the training provided and highlight effective use of resources to encourage a sustainable working method reducing waste and other efficiencies.

Keep waste to a minimum throughout all areas of service production highlighting to the supervisor when there is excessive waste.

Provide support to food production staff and Catering Supervisors which will include assisting with the planning of menus taking into consideration cost and requesting new supplies to be ordered for specific themed menus.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The hospital catering service within NHS provides a total meal service. This may be within the regeneration kitchen at Victoria Hospital and Whytemans Brae Hospital, Randolph Wemyss and Cameron Hospital, or the bulk food service in North East Fife providing to other satellite units and a hybrid patient food service at Queen Margaret Hospital. There is also the requirement to provide a full meal provision of breakfast and lunch, a vending service and hospitality service within NHS Fife. This includes local dining rooms and other retail units throughout NHS Fife.

A multiple choice menu is offered to both patients and dining room retail customers covering a wide ranging selection of products. Function catering is an integral part of the department's service.

## 6. KEY RESULT AREAS

1. Prioritising and preparation of daily menu items for patients, staff and all service users.
2. Production, presentation and service of function menus.
3. The cleaning and sanitising of own work areas as used, adapting a clean as you go attitude
4. The daily organisation of chill and freezer storage and cleanliness.
5. The correct careful and efficient use of all equipment used in food production.
6. Ensuring that the Department's set hygiene standards are maintained in all food preparation, production and holding area's to comply with food hygiene regulations and HACCP policy.
7. Adopt a degree of responsibility for and have an awareness of food production, over production and presentation at all times.
8. Monitor and record temperatures of chills, freezers and food in production and holding and report any breakdowns through the appropriate system.
9. Suggest and introduce "new line's as appropriate
10. Preparation, production and presentation of special/therapeutic and ethnic diets for patients.
11. Supervise Catering Assistants involved in washing up and cleaning duties
12. Check deliveries of provisions for temperature and quality and take appropriate corrective action as per our Food Safety Policy.
13. Check food service for all service users and ensure it meets all standards including food safety and quality standards as well as meeting the need of the service user
14. Assist supervisory staff with the training of staff in the use of appropriate machinery and all other other aspects of the kitchen work that relates to their duties.
15. Ensure appropriate recording of all records as per the site HACCP procedures
16. Assist with providing shift cover during periods of absence or staff shortages for the kitchen supervisor

## 7a. EQUIPMENT AND MACHINERY

Slicing Machines

Vegetable preparation machines

Mixing machines

Combi Ovens

Fryers

Ovens

Steamers and other catering equipment

The post holder will be required to use, dismantle, clean and reassemble a wide range of specialised catering equipment

## 7b. SYSTEMS

Hazard Analysis and Critical Control Points. (HACCP)

Control of Substances Hazardous to Health. (COSHH)

FIFO (first in first out) stock control system.

PECOS Stores Requisitioning Procedure.

National Catering Information System

Micad.

Food Production Sheets.

Menu Analysis Reports.

Standard Recipes.

Menu mark

## 8. ASSIGNMENT AND REVIEW OF WORK

Work is determined by the daily service requirements i.e. patient menu, staff menu and function work. Shift pattern determines work schedule. Management monitor and review as appropriate.

## 9. DECISIONS AND JUDGEMENTS

Prioritising own workload and that of other catering staff on occasion  
Replacing menu items if needed considering client group menu and ensuring suitability  
Ensure service and quality of food is acceptable  
Waste monitoring  
Core temperatures achieved

## 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Being able to balance conflicting priorities within the given time  
Dealing with the expectations of patients, staff and general public  
Working within the parameters of food hygiene regulations

## 11. COMMUNICATIONS AND RELATIONSHIPS

**Internal:** Colleagues on shift, ward staff re menu requests, catering management, supervisors transport and portering, clerical staff, estates staff when reporting breakdowns, training manager and dietitians  
**External** Delivery drivers. members of the public, customers, external company representatives, trainers external

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### Physical Skills:

High degrees and skills are required when working with knives and other specialised equipment.  
Food preparation skills

### Physical Demands:

Standing preparing food  
Lifting stocks / supplies  
A wide variation of temperatures (hot - kitchen, chilled - temperature controlled area, very cold - walk in freezer)

### Mental Demands:

Concentration when checking stores, completing forms, using cooking machinery  
Ensuring the correct levels of production are met for meal service

Maintain level of general awareness during working day  
 Required to concentrate for periods while serving/loading patient and staff meals  
 Requires good co-ordination and dexterity while loading food trolleys  
 Ensuring that individual patient meal demands are fulfilled at short notice  
 High levels of concentration are required for moderate periods of time when training other staff members and concentrating on patient services ensuring all are safe and meet the needs of the service being provided.  
 Allergen awareness is an integral part at the point of service and during preparation and can cause risk and injury if not adhered to

**Working Conditions:**

Humid environment  
 Noisy environment  
 Variation of working temperatures

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Professional qualification in food preparation and cookery  
 Relevant experience as a fully qualified Chef  
 Elementary Food Hygiene Certificate  
 Ability to cope with pressure of busy kitchen environment  
 Good communication skills  
 Ability to demonstrate relevant cookery experience  
 Knowledge of basic Health & Safety Legislation  
 Knowledge of Manual Handling  
 Full Knowledge of a Food Safe System (HACCP)  
 Basic IT skills

Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23

Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice.

**14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature:

Date:

Head of Department Signature:

Date: