

JOB DESCRIPTION

1. JOB DETAILS

Job Title: Cook

Responsible to: Catering team Lead

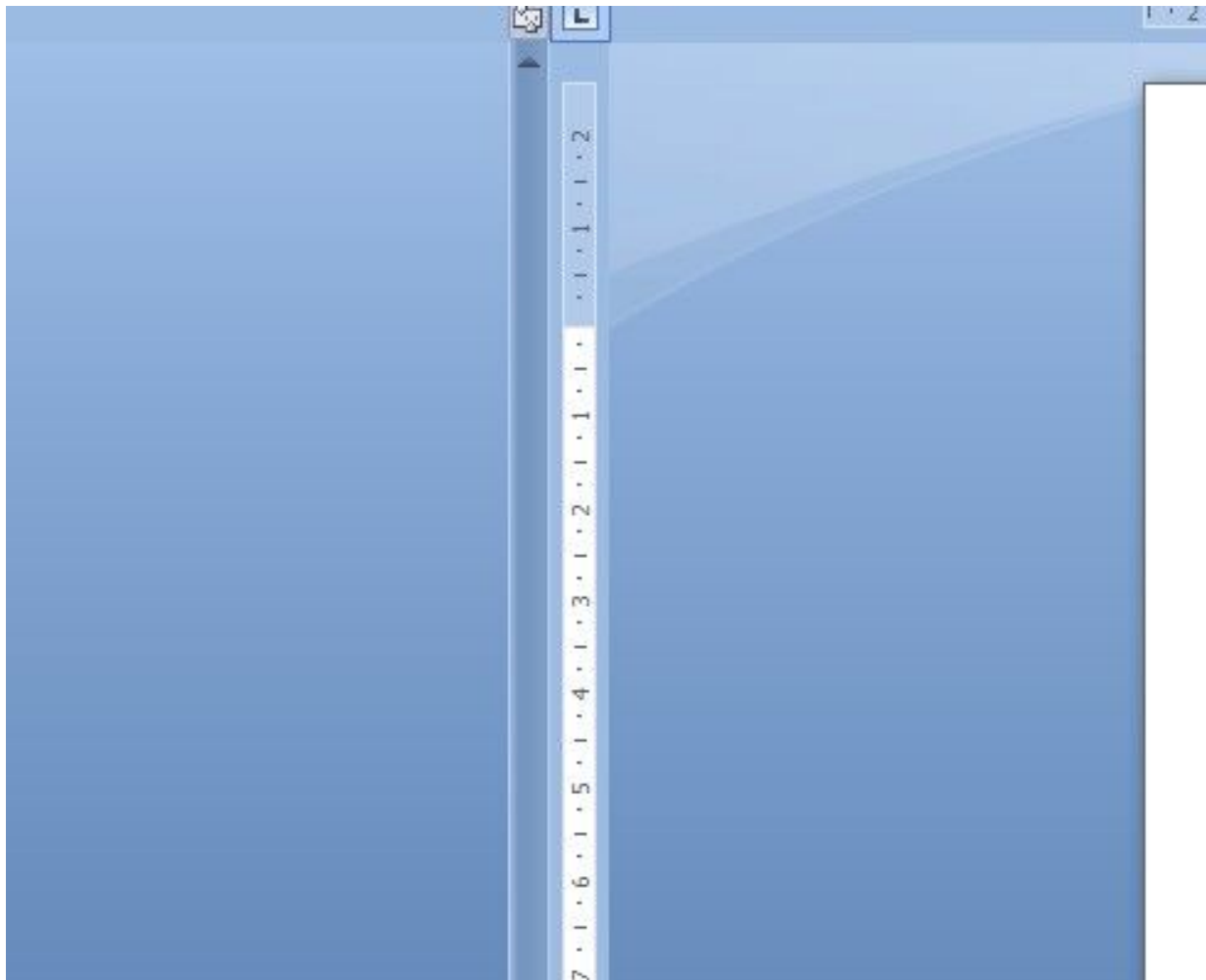
Department & Base: Facilities Directorate – Borders General Hospital

Date this JD written/updated: August 2009/October 2016?

2. JOB PURPOSE

Working as part of the Catering team, the job holder will be required to prepare, cook and serve a wide range of dishes, including therapeutic diets, for patients, staff, visitors and functions. The post holder will also be required to supervise staff in all duties within the department in the absence of dedicated supervisory staff.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

Approximately 76 staff are employed within the department equating to 46.5 WTE. Of these, approximately 10 are cooking staff of either cook or head chef grade and the remainder are catering assistants.

The department provides a trayed meal service for approximately 260 patients plus a bulk service to a number of wards and out lying units at all main meals and caters for up to 1,500 staff at main meal and break times over seven days per week.

There is also a considerable function trade, both internal and external.

The department is operational from 07:00 to 19:30 hours Monday to Sunday and kitchen staff are on duty during these times.

A multiple choice menu is offered to both patient and dining room customers covering a wide range of dishes and products. Meals for special diets and ethnic minority groups are also provided from the kitchen.

5. MAIN DUTIES/RESPONSIBILITIES

Main duties consist of:

- Preparation, cooking and service of a wide range of dishes including therapeutic diets for patients, staff, visitors and functions.
- Supervise staff involved in wash-up and cleaning duties.
- Check deliveries of provisions for temperature, quality, quantity and specification and take appropriate remedial action.
- Check good being served to patients, customers and functions for quality, quantity and presentation and that it meets the patients request.
- Assisting with supervisory staff with the training of staff in the use of appropriate machinery and all other aspects of kitchen work as it relates to their duties.
- Checking that kitchen equipment is in working order and reporting any malfunctions to supervisors.
- Ensure the efficient use of resources within their control.
- Maintenance of appropriate records including HACCP records.
- Maintain, through supervision, instruction and example, high standards of personal and general food hygiene and cleanliness within the kitchen and associated areas.
- Provide shift cover for supervisory staff during periods of absence or staff shortage.

6. SYSTEMS AND EQUIPMENT

The post holder will be required to have a working knowledge of the following systems:-

- Menu system
- HACCP System (Food Safety Assurance System)
- Stores Requisition system
- Cleaning procedures

The post holder will be required to use, dismantle, clean and re-assemble a wide range of specialised catering equipment.

7. DECISIONS AND JUDGEMENTS

The post holder works within clearly defined procedures and parameters and Management/Supervisory support is generally available on site or by telephone.

Decisions taken will relate to:-

- Prioritising own work and that of subordinates
- Cleaning and hygiene standards
- Service of food
- Use of ingredients and leftover food

8. COMMUNICATIONS AND RELATIONSHIPS

The post holder will be required to communicate at various levels. In particular, they will be required to develop and maintain effective communication links and working relationships with the following individuals and groups:-

- Catering staff and supervisors within the department
- Catering management
- Supervisors
- Ward staff
- Clerical staff within the department
- Estates staff
- Transport staff
- External delivery staff
- Customers/members of public
- Dietitians

9. PHYSICAL DEMANDS OF THE JOB

The physical requirements are demanding and the post holder will spend significant periods of their time standing or walking.

High degrees of skill and dexterity are required when working with knives and other specialised equipment.

The post holder will be exposed to wide variations in temperature and underfoot conditions for moderate periods of time.

Post holder will be required to concentrate for moderate periods of time when supervising patient meal service.

The nature of the service required the post holder to work to strict time-scales.

The mental demands imposed are typical of those that apply to a shop-floor post.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Balancing conflicting priorities within a strict time scale
- Ensuring that the standard of catering provided meets the expectations of patients/customers
- Maintaining high levels of hygienic practices

This job description is not definitive and may be subject to future amendments following negotiation and consultation.

PERSON SPECIFICATION

For the post of: **Catering Cook**

Below are the essential knowledge, training (including qualifications) and experience required to do this job.

ESSENTIAL

- 1 City & Guilds 706/1 or equivalent
- 2 Basic food hygiene qualification
- 3 Numerate, literate and practical
- 4 Ability to cope with the pressures of a busy kitchen
- 5 Knowledge of basic Health & Safety legislation
- 6 Knowledge of manual handling
- 7 Knowledge of HACCP system
- 8 Knowledge of COSHH
- 9 Good communication skills

DESIRABLE

- 1 City & Guilds 706/2 or equivalent would be desirable
- 2 Intermediate Food Hygiene qualification preferred
- 3 2 years cooking experience preferably in NHS
- 4 Customer care skills