NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Second Chef**  Responsible To: **Head Chef**  Accountable To: **Hotel Service Manager** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| To assist with the effective management of the Catering Service of New Victoria Hospital. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| To provide exceptional catering services to patients, visitors and staff. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * Patients and their visitors * Consultants * Suppliers * Heads of Department * All employees |
| 1. **Duties and Responsibilities of the Post** |
| * To ensure a high standard of food preparation and presentation for patients, visitors and staff. * To prepare & present food to the Head Chef’s specification and follow portion specifications. * To assist in the development of varied, interesting and nutritious menus, using fresh produce as comprehensively as possible. * To have a good knowledge of food i.e. flavour, texture and can provide advice. * To prepare any additional catering requirements for any special functions as required by the Chief Executive. * To support the Head Chef with calorie calculations. * To responds promptly to business needs i.e. patient request, cleaning, topping up etc. * To work in a tidy and logical manner and to guaranteed the high standards of cleanliness. * To ensure high level of cleanliness and apply the clean as you go procedure. * To liaise regularly with the Clinical Leads to ensure that Patient’s dietary needs are catered for, liaising with patients directly at the discretion of the Ward Sister. * To ensure that staff are fully familiar with the Food Safety Act and its provisions and practices. * To ensure that hospital and statutory regulations applied to the practice of hygiene in the kitchen and ancillary areas are adhered to. * To ensure that any complaints are acted upon without delay, and any compliments relayed to the Head Chef. * To develop a team approach to equality and diversity, ensuring relevant policies and procedures are implemented into practice and acted upon if discrimination occurs. * To assist the Head Chef in supporting, training and motivating staff in the agreed hospital procedures. * It is the Catering Team’s responsibility to comply with allergens policies and procedures at any time when working in all areas. * To recognise the importance of applying the principles of customer care, not only to the general public but also to the departments within the hospital. * To ensure that all Catering Staff maintain a professional appearance in accordance with the hospital regulations. * To maintain a high level of security within the department, in particular with food storage. * To control wastage levels and record accordingly * To ensure equipment is used and managed appropriately * To consider the environment and manage usage of water, electricity and wastage * To recognise the importance of applying the principles of customer care, not only to the general public but also to the departments within the hospital. * To ensure that all Catering Staff maintain a professional appearance in accordance with the hospital regulations. * To act as deputy for the Head Chef in his absence as and when necessary.   **Administrative Responsibilities:**   * To order and receive supplies accurately and in the most cost effective way. * To ensure product availability and patient needs i.e. diet, allergens * To ensure stock levels are appropriate to business needs within the department when placing orders; rotates stock and follows FIFO (First in, First Out) * To ensure daily checks (eg. temperature checks, cleaning tasks) are carried out and recorded correctly. * To take responsibility for ensuring that the catering staff complete absence forms where appropriate and that absences are regularly monitored and discussed with the Head Chef. * To participate in the allocation of staff, monitoring levels to meet the needs of the hospital and having due regard for skill mix and staff competence. * To support the Head Chef in providing effective teamwork by example and through good communication. * To ensure that any incident, accident, fire loss, theft or damage is reported to the appropriate person without delay.   This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder. |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Charitable * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |

**PERSON SPECIFICATION**

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| **Factor** | **Essential** | **Desirable** |
| Qualifications | Levels 2 & 3 (supervisory / management) NVQ in Catering or equivalent  City & Guilds food hygiene | Advanced level City & Guilds qualifications |
| Knowledge | Food hygiene standards  Menu creation  Stock control / Purchasing | Understanding of dietary needs in terms health care |
| Experience | 5+ years of managing a commercial kitchen or similar environment | Previous Healthcare experience |
| Skills and aptitude | Ability to manage a diverse team  Excellent communication skills (good verbal & written English)  Ability to work under pressure & multitask |  |
| Personal Circumstances | Able to work overtime as required  To work on a 7 days rota as and when required | Flexibility |