

## Job Description

**Job Title:** Patient Services Cook

**Reporting to:** Inpatient Unit Manager

**Job purpose:** Our Vision is to make every day the best day possible for patients, and those closest to them, living with life-limiting illnesses in South Devon. As one of our Patient Services Cooks you will deliver this by preparing and cooking meals for our patients whilst ensuring our food quality and standards remains at its highest.

**Our Values:**

Honesty & Integrity Generosity of Spirit Respect Team Player

### Key Roles and Responsibilities

1. To provide well-presented meals which meet individual patient needs and ensure that patients dietary needs are well catered for whilst working within the constraints of the budget.
2. Liaise with patients, relatives and staff to discuss individual patient needs and to take food orders for breakfast, lunch or supper depending on the shift time worked.
3. Prepare and cook the food to the high standard expected within the hospice whilst adhering to all Food Hygiene standards and regulations.
4. Deliver the food to the patients within the Inpatient Unit with the assistance of a Hospitality Volunteer (depending on availability)
5. Wash up cooking equipment as used, all plates etc returned to kitchen from patient meals and ensure all areas and surfaces are cleaned to meet requirements.
6. General cleaning of the kitchen and storage areas to comply with health and safety, food hygiene and COSHH regulations, and ensure required records are kept up to date.
7. A working knowledge of allergies, sensitivities and special dietary requirements.
8. Manage own workload throughout the shift and forward planning/prepping for next shift as able.
9. Assisting in meal planning for patients to ensure a varied menu is offered within the constraints of the budget.
10. Receive deliveries as needed and assist the supervisor in ensuring that stock levels are maintained within the budget whilst trying to accommodate patient requests and needs.
11. Promote a culture of continuous learning and development and wellbeing. Identify your own learning and development needs and ensure your mandatory and essential training is up to date. Play an active part in team meetings. Help to create an environment that is continually critically questioning practice and promoting learning.
12. Take reasonable care for your own safety and the safety of others. Adhere to all Health & Safety requirements, including Covid-19 secure processes and procedures.

This list can never be exhaustive, and is subject to change in line with the evolving needs of the organisation, but covers most of the work you'll be doing - always with talent, initiative and a commitment to great customer service.



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rowcrofthospice.org.uk/careers

## Infection Prevention

All Rowcroft Hospice employees are required to adhere to the Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times to reduce the burden of Healthcare Associated Infections including MRSA.

You agree to:

- Decontaminate your hands prior to and after direct patient care or contact with the patient's surroundings;
- Take part in mandatory infection control training provided;
- Responsibly manage your own infections that may be transmittable to patients, including to contact Occupational Health for guidance.

## Place of Work

This role has been identified as an on-site worker (works at a Rowcroft site for the majority of their working time).

This will be fully discussed and agreed with the postholder to meet individual and business needs.

### PERSON SPECIFICATION Patient Services Cook

Attributes	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Proven experience of working within a kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Food Hygiene Certificate Level 2</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• A working awareness of food hygiene standards, COSHH and health and safety</li> <li>• Good communication skills and ability to communicate with patients and relatives</li> <li>• Awareness of allergies, sensitivities and special dietary requirements for patients</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of working within a budget</li> <li>• Able to help plan meals</li> <li>• Experience of batch cooking and scaling up recipes as needed</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of working within a kitchen</li> </ul>	
<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Leadership through creative problem solving, a positive can-do attitude and a willingness and desire to ensure all who come into contact with Rowcroft have the best possible experience.</li> <li>• Proven ability to be part of a committed and hardworking team in line with the ethics and values of Rowcroft Hospice, acting in the best interests of Rowcroft at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Willing and able to volunteer for at least one Rowcroft event each year.</li> </ul>

