 **JOB DESCRIPTION**

**TITLE:** Relief Cook

**GRADE:** Band 3 (Agenda for change pay scale)

**LOCATION:** Foyle Hospice, In-Patient Unit

**HOURS:** As and when

**RESPONSIBLE TO:** Trustees of Foyle Hospice

**REPORTS TO:** HR & Administrative Services Manager

**JOB PROFILE**: Preparing and distributing high quality nutritious food to patients, staff and visitors at the Hospice. Maintaining high standards of cleanliness and hygiene at all times.

**Please note Foyle Hospice terms and conditions vary from Agenda for Change.**

**DUTIES:**

Prepare, cook and present meals including breakfast, lunch, and morning and afternoon snacks according to agreed specified standards.

Ensure that meals prepared for patients take into consideration the digestive and nutritional requirements as advised by nursing and medical staff.

Promote a flexible approach to meal provision in line with individual patient choice.

Cater for meetings/functions as required.

Receive, store and rotate stock in refrigerators, freezers and stores.

Maintain a high standard of cleanliness/hygiene within the kitchen and stores at all times.

Ensure all food safety documentation is fully completed and comply with all food safety procedures.

Ensure all duties on cleaning schedules are completed and recorded.

Ensure that the kitchen meets current standards of food safety legislation/HASSP.

Ensure kitchen adheres to all Health and Safety legislation.

Liaise regularly with Head cook.

Supervise catering assistants/volunteers.

Ensure all equipment is maintained in good working order and report all faults to Administrative Services Manager.

Adhere to COSSH regulations.

 Undertake basic food hygiene course every three years and all annual mandatory training.

Adhere to all policies and procedures of Foyle Hospice.

Any other comparable duties as requested by the Head Cook/Administrative Services Manager.

**ADDITIONAL INFORMATION FOR EMPLOYEES**

**Conduct**

Employees must at all times abide by Foyle Hospice policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.

**Performance**

Employees are expected to demonstrate commitment to the Hospice by ensuring regular attendance at work and efficient completion of duties.

**Risk Management**

Employees must ensure that they comply with any risk management responsibilities specific to their post.

**Governance**

Foyle Hospice is committed to the development and implementation of systems under governance to ensure continuous improvement in the quality of services provided. Employees will be expected to be pro-active, co-operate and work with these systems.

**Confidentiality**

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person. Social media policy must be adhered to at all times.

**Equality and Human Rights**

Employees must ensure that equality and human rights issues are addressed within the post holder’s area of responsibility.

**Health and Safety**

Employees should note that under Health & Safety at Work Legislation they are required to take all reasonable steps while at work to ensure their own health and safety and the health and safety of those who may be affected by their acts or omissions at work.

**Smoking, Alcohol & Health**

Foyle Hospice operates policies on smoking, alcohol and health.

**Environmental Cleanliness**

Foyle Hospice promotes a culture of cleanliness and has adopted a partnership and collaborative approach that recognises cleanliness as the responsibility of everyone, cascading throughout every level of the organisation.

**Infection Prevention & Control**

Foyle Hospice operates policies to prevent healthcare-associated infections and the post holder is required to comply with all infection prevention policies, guidelines, protocols and procedures.

**Access NI Disclosure** – Foyle Hospice operates in line with the Access NI Code of Practice. Further details can be obtained from www.accessni.gov.uk.

**We are an Equal Opportunity Employer**

***The duties and responsibilities outlined in the above job description are not intended to be definitive nor restrictive, and may be amended to meet the changing needs of Foyle Hospice,* following discussion with the post holder.**

 **May 2025**

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|  | **Foyle Hospice****Person Specification** |

**Job Title: Relief Cook (Band 3)**

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| **Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications /****Education /****Training** | Food Safety CertificateCity and Guilds 706/1 or equivalent |  | **Application form** |
| **Knowledge and Skills** | Excellent communication and interpersonal skills.Excellent organisational skills |  | **Application form and interview** |
| **Experience** | A minimum of one year’s experience cooking in a formal setting |  Experience of working in a hospital or care home | **Application form and interview** |
| **Personal requirements**  | Self-motivated with the ability to work independently.Ability to work effectively within a team setting. High personal standardsAble to plan, manage and prioritise workloadAble to work under pressure |  | **Application form and Interview** |
| **Other requirements** | Flexible attitude to work duties and hours of work |  | **Application form****Interview** |

**Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities.**