

TITLE: Relief Cook
GRADE Agenda for Change Band 3
LOCATION: Foyle Hospice, In-Patient Unit
RESPONSIBLE TO: Trustees of Foyle Hospice
REPORTS TO: 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.

- Adhere to all policies and procedures of Foyle Hospice.
- Any other comparable duties as requested by the Head Cook/Administrative Services Manager

EDUCATION AND TRAINING:

- Attend study days relevant to the role
- Undertake any further training as may be considered necessary for the role
- Attend all mandatory training updates.
- Attend all Housekeeping Team meetings.

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

Ensure good practice and compliance in relation to privacy, confidentiality and GDPR regulatory guidelines as set out by Foyle Hospice. Ensure the maintenance of confidentiality in respect of records and all privileged information relating to the services of Foyle Hospice, its patients, staff and volunteers and particularly of the area for which directly responsible. Social media policy must be adhered to at all times.

Equality & 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.

It should be noted that some posts fall within the definition of 'Regulated Activity'. Further information on Regulated Activity can be obtained on request. Any post falling within the definition of Regulated Activity will be subject to an Access NI Enhanced Disclosure check with Barred list check.

This is a general outline of the Job Description and may be subject to change, according to the needs of the service, in consultation with the existing post holder

We are an Equal Opportunities Employer

January 2026

Job Title: Relief Cook (Band 3)

Criteria	Essential	Desirable	Method of Assessment
Qualifications / Education / Training	L2 Certificate in Food Safety in Catering		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 standards Able to plan, manage and prioritise workload Able 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.

Post will be subject to Access NI Check and References.

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