

ROLE BRIEF

Department:	Catering
Job Title:	Duty chef
Responsible To:	Corporate Catering Manager (CCM)/Head Chef Supervisor (HCS)
Location:	East Grinstead McIndoe Centre
Key Duties:	<p>Responsible for the provision of attractive and appetising meals for patients, visitors and staff prepared to a high standard.</p> <p>To ensure food hygiene regulations are controlled and maintained.</p>
Key Accountabilities:	<ol style="list-style-type: none"> 1. Ensure all food is presented and served in an attractive and appetising style. 2. Work alongside CCM & HCS. 3. Give input to patient and staff menus, suggestions and ideas 4. Ensure all food is received, stored, prepared, cooked and served in accordance with food hygiene regulations. 5. Work in accordance to catering Policies 6. Ensure all food is labelled and dated and all stock rotated correctly. 7. Ensure a clean uniform is worn at all times. 8. Ensure all relevant departmental forms are completed correctly. 9. Ensure cleaning schedules are completed daily. 10. Report any defects. 11. Work and communicate effectively with the ward hostess/host to ensure the smooth service of meals. 12. Multitask 13. Respond to feedback in a pro active way 14. At all times act in a courteous and polite manner to all patients, staff and visitors 15. To place supplier orders in the absence of the HCA. 16. Ensure knowledge of the following Hospital Policies, Health and Safety, COSHH, Infection Control, Manual Handling and Risk Assessment. 17. Attend Mandatory training as required.
Key Knowledge, Skills	Must Haves

and Experience:	<p>City & Guilds 706/1 & 706/2 or equivalent experience</p> <p>Basic food hygiene or higher</p> <p>The post holder must have the ability to work as part of a team and must be a good communicator.</p> <p>The post holder must have the ability to work on their own initiative and be able to make decisions in the absence of the HCS.</p> <p>Nice to Haves</p> <p>Recent enhanced DBS check under a year old.</p> <p>Experience training colleagues of less experience.</p>
Health and Safety:	<p>The Health Act 2008</p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
Equal Opportunities	<p>Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
Confidentiality	<p>You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>
Safeguarding	<p>You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.</p>
People Managers	<p>You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring</p>

	performance and absence, using the HR policies and procedures.
Review	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>