

## ROLE BRIEF

<b>Department:</b>	<b>Catering</b>
<b>Job Title:</b>	<b>Commis Chef</b>
<b>Responsible To:</b>	<b>Corporate Catering Manager</b>
<b>Location:</b>	<b>The McIndoe Centre/The Horder Centre</b>
<b>Key Duties:</b>	<p>To support the CCM / Chefs in providing an effective and efficient service to patients, staff and visitors.</p> <p>To ensure <i>The General Food Hygiene (Amendment) (EU EXIT) Regulations (Brine, 2019)</i> and <i>The General Food Regulations 2004</i> are controlled and maintained.</p> <p>To ensure a clean working environment - 'clean as you go'</p> <p>To carry out your duties including cleaning tasks necessary to maintain a clean, tidy and hygienic environment in keeping with all legislative and hospital requirements.</p> <p>To complete food production log on a daily basis.</p> <p>Duties include but are not limited to: preparing and serving patient and staff sandwiches, preparing and serving plated salads and the staff salad bar, ensuring the salad bar section is clean tidy and organised at all times, ordering of supplies relevant to the section.</p> <p>To provide cover for supper meal service</p> <p>To manage the kitchen waste including W2O machine, ensuring that waste sacks are replaced when half full and that the bins are cleaned daily.</p> <p>To work closely with the back of house and front of house teams to ensure all allergenic information is communicated and understood on a daily basis as per procedure outlined in the Catering Manual.</p>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Ensure all food is prepared, presented and served to the specification set out by the Head Chef/Sous Chef.</li> <li>• To ensure that Patient and customer services are consistent and to the highest standard as set by the Head Chef.</li> <li>• Ensure all food and deliveries are received, stored, prepared, cooked and served in accordance with the Catering Manual (document No.1541) and <i>The General Food Hygiene (Amendment) (EU EXIT) Regulations (Brine, 2019)</i> and <i>The General Food Regulations 2004</i>: <ul style="list-style-type: none"> <li>a. Ensure all food is labelled and dated and all stock is rotated correctly.</li> <li>b. Ensure a clean uniform is worn at all times.</li> <li>c. Ensure all relevant departmental forms such as, cleaning</li> </ul> </li> </ul>

	<p>schedules, HACCP and production records are completed correctly.</p> <p>d. Ensure cleaning schedules are completed daily.</p> <p>e. Report any defects the Head Chef or Sous Chef.</p> <ul style="list-style-type: none"> <li>• Work in accordance to catering Policies</li> <li>• Work and communicate effectively with the Hotel Services Assistants to ensure the smooth service and timely delivery of patient meals.</li> <li>• Multitask – Ensure that a calm, organised and controlled approach to work is used in order to be as efficient &amp; productive as possible</li> <li>• Respond to feedback in a proactive way to ensure that patient and customer needs are being met at all times.</li> <li>• At all times act in a courteous and polite manner to all patients, staff and visitors</li> <li>• Ensure knowledge of the following Hospital Policies, Health and Safety, COSSH, Infection Control, Manual Handling and Risk Assessment.</li> <li>• Attend Mandatory training as required.</li> </ul>
<b>Key Knowledge, Skills and Experience:</b>	<p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>• The ability to work as part of a team or as an individual</li> <li>• Level 2 food safety or higher (Level 2 can be provided)</li> <li>• Enhanced DBS check</li> </ul> <p><b>Nice to Haves</b></p> <ul style="list-style-type: none"> <li>• Experience within a similar role</li> <li>• City &amp; Guilds 706 Level 2</li> </ul>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b> 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"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> </ul>

	<ul style="list-style-type: none"> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <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>
<b>Equal Opportunities</b>	<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>
<b>Confidentiality</b>	<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>
<b>Safeguarding</b>	<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>
<b>People Managers</b>	<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 performance and absence, using the HR policies and procedures.</p>
<b>Review</b>	<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>
<b>Role Brief Agreement</b>	<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><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>