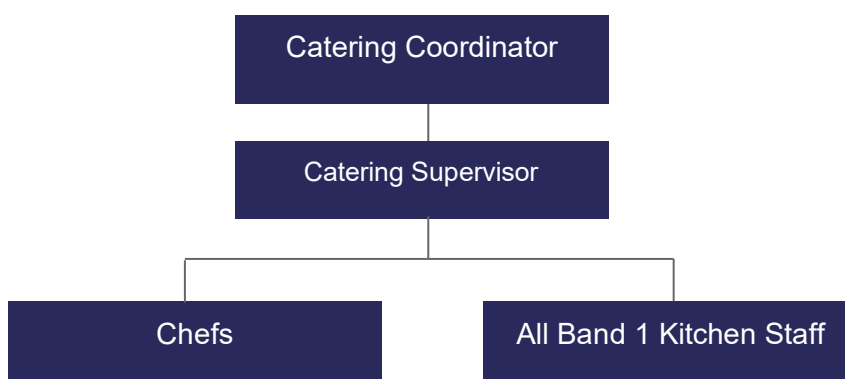


JOB DESCRIPTION

PATIENT DINING CHEF

Position Title	Chef	Department	Catering
Job Holder		Segment	Healthcare
Team Band	AFC Band 3	Location	North Devon District Hospital, Barnstaple
Reports to	Kitchen Supervisor	Office / Unit name	NDDH

ORGANISATION STRUCTURE



Job Purpose

To create standardised, nutritious food for services to patient, staff and visitors in a hygienic manner as laid down by Food Safety and Health and Safety Legislation

Accountabilities or “what you have to do”

Catering Tasks

- Responsible for providing and maintaining a good standard of catering for patients staff and visitors.
- Maintaining an efficient workplace to reduce wastage and promote an environmentally sound area.
- Provision of special dietary meals as requested by the dietary team.
- Ensuring security of stores, equipment, and premises.
- To assist with Front of House hot snack bar and carving duties in the restaurant.
- To assist new starter inductions on the “buddy” programme.
- Any other duties as deemed appropriate by the line manager.

Team Working

- Supervising the Kitchen Porters and catering assistants, as appropriate
- Work in partnership with Sodexo Managers, Head Chef, Supervisors, Client staff and Colleagues.

Training

- The employees will participate in the required company and trust training.

Conduct

- To be correctly dressed in the correct uniform at all times and to ensure that all porters/drivers are also dressed correctly at all times. This specifically includes the wearing of Sodexo name badges and Trust Identity Cards and to ensure that both are always clearly visible when outside the main kitchen
- Staff must always conduct themselves in a professional manner and be aware of patient's dignity and privacy when it comes to their personal information. All staff will be mindful to give assistance and wherever possible to help with any queries raised by patients, visitors, and staff.

Quality

- Checking meals for portion control, quality, presentation and temperature.
- Sodexo is committed to providing patient customer care of the highest quality and promotes this through the customer care training of their staff.

Confidentiality

- During the course of his/her duties the postholder may have access to confidential information which must not be divulged to any unauthorised person or any relative at any time.

Polices and Procedures

- The postholder is required to familiarise and comply with all relevant Sodexo and Trust policies and procedures.

Health and Safety

- Staff must take care of their own safety and others who may be affected by their actions or omissions. Health and Safety in the workplace is a two-way thing managers must make sure their employees work in a safe environment and employees have an obligation to report any Health and Safety concerns to management. The workforce must ensure that all equipment or personal protective equipment provided is used in the appropriate manner. They must also report any accidents or near misses to the appropriate manager and must also complete the appropriate Incident/accident report forms.

The duties of this post are not exhaustive and may be reviewed and amended as necessary in accordance with a changing environment.

Key Performance Indicators (KPIs) or "What it will look like when you are doing the job well"

- Timely & quality reports
- Green Safeguard score
- Minimal food wastage
- Excellent patient satisfaction survey results

Dimensions

Financial	
Other	

Skills, Knowledge and Experience

Essential

- Intermediate Food Hygiene Qualification
- City & Guilds /NVQ Level 3 or equivalent
- Manual Handling training
- Empathy with patients and visitors
- Ability to follow instruction
- Effective communication and customer care skills
- High standards of personal hygiene
- Ability to work independently and as part of a team
- Ability to deal with stressful situations
- Basic literacy skills.

Version	1	Date	25/05/2023
Document owner			

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DATE	