

Job Description: Cook

Function:	Patient Dining
Job:	Permanent Part time
Position:	Cook
Job holder:	Cook
Date (in job since):	
Immediate manager (N+1 Job title and name):	Sarah Gray
Additional reporting line to:	
Position location:	Aldeburgh Community Hospital

1. Purpose of the Job – State concisely the aim of the job.

The Cook is responsible to ensure food and beverages are prepared and delivered to the highest standards and to work within the guidelines of HACCP and COSHH.

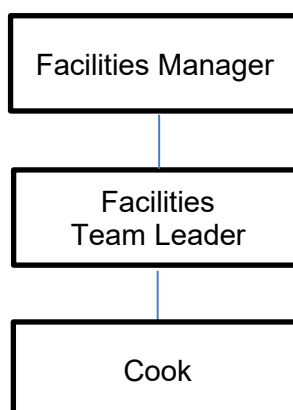
- To work in the kitchen, have good communication with catering staff and all departments, ward staff and trade persons.
- You will work flexibly within the Team to ensure that a high-quality support service is developed and maintained.

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ▪ Add point

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Clean to the 49 standards set out in the National cleaning specifications 2007.
- To be trained in COSHH and follow guidelines in the safe use of chemicals set out by the manufacture and adhere to any Sodexo policies and procedures relating to cleaning and chemicals.
- Adhere to the Health and Safety Act 1974 and report any incidents or accidents to your Team Leader ASAP.
- Adhere to the Food Safety Act 1990 and follow Sodexo policies and procedures relating to food safety. (Food Safety Training level 2, HACCP guidance and food safety policy)
- Adhere to the manual handling operations regulations 1992 and follow Sodexo policies and procedures.
- To keep patients information confidential at all times.
- To attend Mandatory and Statutory training as required and any training related to the use of equipment and how to use chemicals to support your role.
- Ensure the correct PPE is worn. I.e. Staff uniform, safety shoes, aprons and gloves, goggles, face masks. Make up, Jewellery and nail varnish are not to be worn.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Preparing and cooking dishes to a planned menu always using standard recipes.
- Communicate requirements with regards to stock levels to your Team Lead.
- Exercising and supervising portion control.
- Assisting in the service of food to patients, staff and visitors as required.
- Maintaining standards of cooking.
- Ensuring high standards of cleanliness and hygiene, not only personally but in the preparation and service of food.
- Report any sightings of pest and infestation.
- To assist in other areas within patient dining as may be necessary.
- To be aware of and able to practice Sodexo's policies and procedures Pertaining to Fire, Health and Safety, First Aid, Security, Untoward Incident in general and to your specific working location.
- To attend training sessions as required. To be familiar with COSHH.
- Reporting all accidents and incidents to the Supervisor / Team Leader.
- Maintain good communications and co-operation with all departments.
- Observing the correct care and use of equipment.
- Maintain temperature records/probing checking stores for quality/quantity.
- Assisting in the training of all levels of staff within the department.
- Assisting in maintaining disciplinary control by good leadership and consultation with staff.
- To assist in all areas of office administration duties as required. Maintain temperature/probe-monitoring sheets, checking in stores for quality and quantity.
- Feeding back information as when necessary to the Supervisor / Team Leader.
- Accepting responsibilities in the absence of the Supervisor / Team Leader.
- To be responsible for ensuring that all appliances are turned off, locking up the fridges and main kitchen doors at the end of the shift.
- To prioritise duties daily.

- To ensure that all provisions are used in strict rotation and are in date.
- To help to serve meals.
- To act in a professional manner.
- Any other relevant duties as delegated by the Supervisor / Team Leader.
- To always maintain patient and staff confidentiality.
- Checking of equipment, report any fault/s to Team Leader.
- To provide efficient and Hygienic Cleaning services to all areas.
- To ensure infection control measure are always implemented.
- To support the Clinical Team, to ensure clients have best possible conditions and care.
- To maintain good communication with stakeholders (colleagues, patients, visitors, managers, and other staff).
- To communicate using variety of different methods (text message, face to face, email, letter, 121's and staff meetings)
- To have good customer service skills when talking to patients, staff, contractors, stakeholders etc.
- Undertake on-going work-related training.
- Undergo mandatory training as agreed within PPDR.
- To partake in Sodexo's appraisal/PDP system.
- Assist in maintaining own and others health safety and security.
- Maintain and develop an environment and culture that improves health, safety, and security.
- To establish work systems to achieve high standards of hygiene.
- Maintain a system of communication with Team Leader/Supervisor to allow evaluation of feedback from service users.
- Maintain system of Better Hospital Foods
- Work unsupervised and maintain the quality of own work.
- Maintain quality in own work and encourage others to do so.
- Develop a culture that improves quality.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- To be responsible for complying with Sodexo and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the Sodexo's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by Sodexo. Sodexo seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Sodexo's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential	Desirable
Proven experience in a cook's position.	- Worked in a healthcare environment. - Good knowledge of NHS Policies and Procedures.
- Catering Qualifications City and Guilds 7061/2 or equivalent NVQ level 2. - Food hygiene certificate level 2.	Level 3 food Hygiene Certificate.
- Need to hold a full driving licence - Using standardised recipes. - Portion control - Stock keeping. - Good communication skills. - Punctual, flexible, and reliable. - Able to work under pressure to meet service deadlines. - Experience in the use of cleaning equipment. - Flexible in-service provision. - Enthusiastic approach with commitment to a changing agenda. - Contribution to the implementation of the service. - Be prepared to work in other areas of Community health services to suit the needs of services.	

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Learning & Development	Leadership & People Management
Employee Engagement	Innovation and Change
Brand Notoriety	

9. Management Approval – To be completed by document owner

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Document Owner	Samantha Girling		