



ST LUKE'S HOSPICE

JOB DESCRIPTION

Post: Chef de Partie

Reports to: Head Chef

Accountable to: Head of Property, Procurement and Logistics

Overall Purpose of the Role

The Catering team provide a 365/7 service to patients with the focus on the delivery of high quality, nutritious, individually tailored, seasonal and allergen aware meals, beverages and snacks.

To work alongside the Hospitality and clinical teams to ensure the Catering service prioritises and supports patient care with regard to patient dietary needs

The adherence to and implementation of up-to-date legislation related to food safety, hygiene, allergens and labelling.

Focus on ensuring the use of quality local produce; minimising and recycling of both food and packaging waste and taking a sustainable approach to all resources used.

The provision of a selection of good quality meals and snacks for staff and volunteers in the hospice café at Little Common Lane

To be innovative with regard to service improvements including initiatives and measures on sustainability

Be an ambassador for St Luke's

Demonstrate a sensitive and professional attitude.

Key Responsibilities

- To provide innovative cooking skills, to prepare fresh, seasonal and quality food to an excellent standard; assisting in the planning of imaginative and varied menus, particular attention be given to healthy options and special dietary needs.
- Maintain all standards of personal and kitchen hygiene in line with the department's operations manual. Follow the daily, weekly and periodic cleaning



Sheffield's Hospice

schedules for cleaning of all food production equipment, food storage rooms and production areas, and any other associated areas/equipment used by the catering department. To keep all areas clean and tidy in accordance with standards detailed in procedures. To be responsible for the daily monitoring and update of cleaning schedules within the department and associated areas

- Ensure Health & Safety legislation is adhered to within the main kitchen and ward kitchen, actively promote a safety conscious environment.
- Ensure that Environmental Health and Food Standards Agency policies and procedures are adhered to. This will include due diligence throughout the preparation, cooking, service and storage stages through temperature control, high standards of personal hygiene and monitoring forms and have a clear understanding of HACCP and COSHH. To ensure all food items are stored as per requirements, paying particular attention to good stock rotation practices and temperature control.
- To work closely with the Hospitality team to ensure patients meals are provided in a timely and efficient manner and to ensure the Hospitality team are provided with information about the service and menu offered on a daily basis to enable patients/carers to make individual choices.
- Accurately report and record any faults relating to catering equipment, kitchen fabric and main services to the Head Chef or appropriate manager whilst following correct procedures to resume normal service.
- Monitor and correctly record all deliveries and storage, and stock levels, maintaining the correct standards at all times.
- To work flexibly covering various hours and shift patterns to ensure cover is provided throughout all the hours the service operates to fulfil the daily requirements and that standards are not compromised
- To carry out other duties as directed by the Head Chef.

General

All St Luke's employees are required to:

- Abide by the Health and Safety at Work Act
- Complete mandatory training via E-learning, annually
- Respect confidentiality applying to all Hospice areas
- Work within Hospice policies and procedures
- Comply with the Hospice no smoking policy, unless in allocated smoking areas
- Participate in and contribute to team meetings
- Co-operate and liaise with departmental colleagues



All St Luke's employees are expected to:

- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence
- Support and encourage harmonious internal and external working relationships
- Make a positive contribution to fundraising and raising the profile of the Hospice

Our Values

The Board and Executive agreed St Luke's organisational values in 2015 ensuring they reflect our culture and what we want to achieve together. We have four simple values which set out how we work together to achieve success at St Luke's.

No matter what area of St Luke's we work in and no matter who we work for, we are committed to the following ways of working:

- Compassionate
- Dignified
- Inspired
- Pioneering

Values are really important throughout every team here at St Luke's, we are all responsible for ensuring our values are displayed and to ensure they form a core part of everything that we do at St Luke's. They influence our behaviours, our language, and the way we interact with each other as employees and also as human beings. In bringing our values to life, we have created a booklet entitled 'The Little Pink Book' which supports all of us at St Luke's in helping us to put our values into action through our behaviours every day.

We expect staff to familiarise themselves with our values and the expected behaviours, and to ask if they feel these conflict in any way with their roles. These values and behaviours will be used as a reference in our day-to-day working lives, and how we respect St Luke's and those associated with it.

This Job Description is not exhaustive. It will be subject to periodic review and may be amended following discussion between the post-holder and employer.

Date agreed: May 2021

Review Date: May 2022