

**HUMBER TEACHING NHS FOUNDATION TRUST
JOB DESCRIPTION**

Job Title:	Cook
Band:	2
Department:	Hotel Services
Responsible to:	Area Supervisor
Responsible for:	Patient Food
Location:	All Trust sites

Job Role Summary

- To work as part of a team on a as and when required basis in the provision of a high-quality, cost-effective food service in accordance with statutory legislation and Trust Policies regarding Health & Safety and food Hygiene.
- To be able to demonstrate a degree of skill in food preparation and presentation

Core Functions

- To prepare and cook all patient food and serve to patients at mealtimes

Communication and Relationships Skills

- Report to the Catering Supervisor, interact with nursing staff and patients regarding catering issues.
- Report defects/faults within their area of work to Facilities helpdesk.
- Ensure all staff and patients are dealt with promptly and courteously.

Analytical and Judgemental Skills

- Assess the performance of equipment in food areas.
- Dealing with day-to-day problems
- Exercise judgement when dealing with staff, patients' inquiries.
- Ensure stock levels are kept at the correct level to meet demand



Planning and Organisational Responsibilities

- Planning day to day scheme of work in relation to the menu choices.
- Following cleaning schedule.
- To cover for the senior cook when on leave
- Ensure receipt, storage and handling of food meets current legislation.
- Needs to be able to work to tight deadlines.
- If required, prepares, cooks, and arranges for meals to be delivered to other units at relatively short notice.

Physical Skills

- Knife handling skills essential.
- Moving equipment to carry out cleaning tasks
- Cleaning equipment
- Scrubbing floors
- Skills required for preparation of food stretching
- Accepting deliveries and putting away will require lifting and stretching

Knowledge, Training and Experience

- Foundation certificate in food hygiene level 2
- Knowledge of textured diets

WORKING CONDITIONS

- Working in food areas that operate at uncomfortably high temperatures
- Handles cleaning chemicals e.g. degreasers
- Stands for long periods of time

Responsibilities for Patient Care

- Ensure food is of a high quality and standard
- Incidental contact with patients

Responsibilities for Policy and Service Development Implementation

- Follow the Trust's Policies.
- Undertakes self-assessments auditing forms.
- Implementing HACCP(Hazard Analysis Critical control point) requirement
- Ensure all temperature records are maintained daily and accurately

Responsibilities for Financial and Physical Resources

- Ensure that stock is rotated and controlled
- Place orders for provisions required on a weekly basis
- Handles cash daily taken from staff for lunch and evening meal.
- Cashes up and completes appropriate paperwork on a weekly basis.
- Ensure equipment repairs are reported and carried out promptly.

Responsibilities for Human Resources

- Will set a good example to other team members.
- Must be fair minded and can develop team members.
 - The post holder will need to use their own initiative regarding day-to-day supervision within the kitchen when covering for the supervisor



Responsibilities for Information Resources

- Required to undertake own self-assessment/audit of work area

Responsibilities for Research and Development

- Required to undertake own self-assessment/audit of work area

Freedom to Act

- Works to deadlines on a daily basis
- Refers any complex issues to the senior cook/catering supervisor
- Guided by standard operating procedures

Standard Paragraphs

- Trust's Values: Promote and demonstrate the Trust's 3 values Caring, Learning and Growing. Caring for people while ensuring they are always at the heart of everything we do. Learning and using proven research as a basis for delivering safe, effective, integrated care. Growing our reputation for being a provider of high-quality services and a great place to work.
- Confidentiality: Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information Governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.
- Equal Opportunities: Promote the concepts of equality of opportunity and managing diversity Trust wide.
- Health and Safety: Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.
- Infection Prevention and Control: Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.
- Professional standards and performance review: Maintain consistent high professional standards and act in accordance with the NMC code of professional conduct. Employees are expected to participate in the performance review process.
- Service/Departmental standards: Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.
- Finance: All Trust staff will comply with financial processes and procedures
 - Safeguarding Children: Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004.

Summary

This job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development needs of the post holder

Confirmation of Job Evaluation Process

Job Reference Number:	JE2009
Date of Job Evaluation:	27 January 2023
Date of Consistency Check:	

Person Specification

	Essential	Desirable	How assessed
Qualifications and Knowledge	<ul style="list-style-type: none"> - Foundation certificate in food hygiene level 2 - Knowledge of textured diets - Good all-round education 	<ul style="list-style-type: none"> - Intermediate Food Hygiene 	On Application
Experience	<ul style="list-style-type: none"> - Experience of the cook freeze system or prime cooking. - Understand current Food Safety Legislation. 	<ul style="list-style-type: none"> - Experience of working in Mental Health services and care homes - Menu planning - Full knowledge of cleaning techniques and equipment. 	On Application
Skills and Competencies	<ul style="list-style-type: none"> - Team player as well as being able to work on your own. - High standard of personal hygiene. - Well organised person. 		On Application



Job Risk Profile – Effort Factors

This role involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting Weights / objects between 6 – 15 kilos	X			X		Moving Stores
Lifting weights / objects above 15 kilos		X				
Using equipment to lift, push or pull patients / objects	X			X		Cleaning equipment
Lifting heavy containers or equipment	X		X			Moving stores
Running in an emergency		X				
Driving alone / with passengers / with goods		X				
Invasive surgical procedures		X				
Working at height		X				
Concentration to assess patients / analyse information		X				
Response to emergency situations		X				
To change plans and appointments / meetings depending on the needs of the role		X				
Clinical Interventions		X				
Informing patients / family / carers of unwelcome news		X				
Caring for terminally ill patients		X				
Dealing with difficult family situations		X				
Caring for / working with patients with severely challenging behaviour		X				
Typing up of minutes / case conferences		X				
Clinical / hands on patient / client care		X				
Contacts with blood / bodily fluids	X			X		Cleaning clinics
Exposure to verbal aggression	X		X			Patient environment



Exposure to physical aggression	X		X			Patient environment
Exposure to unpleasant working conditions dust / dirt / fleas	X				X	Cleaning
Exposure to harmful chemicals / radiation	X			X		Chemicals for cleaning
Attending the scene of an emergency		X				
Food preparation and handling	X				X	Daily job
Working on a computer for majority of work		X				
Use of road transport		X				

Caring, Learning & Growing



Humbernhsft
www.humber.nhs.uk



Caring, Learning
& Growing Together

A provider of integrated health and social care services across Hull, East Yorkshire, North Yorkshire and beyond.