

Job Description

Directorate:	Planning
Job Title:	Lead Food Production Cook
Pay Band:	Band 3
Department:	Food Services
Location/Base:	Health Board Sites/ Hospital
Reports To: Team Leader	Assistant Catering Manager/Food Services
Accountable To: (Professionally/Managerially)	Catering Manager

Job Summary:

Required to work independently within Catering Standard Operational Procedures and the principles of a flexible team approach, the post holder is responsible for the organisation and standards of discipline for staff, the organisation of the kitchen in the allocation of work and control of kitchen areas: leads, supervises, directs and controls quantities, preparation, production, cooking and provision (including service) of a consistent high standard of quality cook chill/cook freeze/traditional (where applicable) food production items for patients and customers as directed by the Assistant Catering Manager/Food Services Team Leader.

To adhere to and ensure safe working practices and hygiene requirements in line with HACCP, all relevant Food Hygiene Legislation/Guidelines and Health Board policies and procedures.

The role will include undertaking duties in a chilled and/or frozen working and storage environment, as appropriate.

Key Tasks:

- To lead and undertake the organisation of duties/work area in line with allocated work plan prioritising/adjusting work schedules as and when required to ensure effective and efficient service delivery.
- To lead in and ensure that food is ordered, received, stored, stock rotated and regenerated to the agreed temperatures as per Food Hygiene Legislation.
- Resolve day to day issues to support the delivery of service provision, ensuring its delivery is efficient and cost effective.

- To ensure security of stocks, equipment and associated areas. Checking recipe ingredients for quality, quantity and appearance for all allocated food production.
- Checking recipe ingredients for quality, quantity and appearance for all allocated food production.
- To lead in and undertake the preparation, cooking and service of food to a high standard following all standardised recipes and methods.
- Responsible for maintaining the quality of all dishes at each stage of production in food preparation and production.
- Demonstrating good organisational and timing skills to meet departmental guidelines.
- Ensuring and maintaining the prescribed portion control in the decanting and service of food and liquids.
- To manoeuvre catering equipment and provisions to/from associated areas.
- The cooking and regeneration of all food items and liquids in line with HACCP principles and Food Hygiene Legislation and Guidelines.
- Ensuring adequate menu items are available in ward/service areas and assisting in distribution and food service to patients/service users, where applicable.
- To lead and/or assist in the preparation, distribution, service and clearing of special functions and theme days to service users, as necessary.
- To lead in and cover any blast chilling/freezing/storage/production/packing and labelling/distribution section as/when necessary.
- To ensure and comply with all standards of cleanliness and hygiene throughout the catering department and associated areas.
- To manage, monitor and undertake cleaning duties as/when appropriate to maintain safe high standards of cleanliness and hygiene throughout as per detailed cleaning schedules and safe systems of work in respect of catering equipment utilized. This will be achieved by agreed methods and will include the use of appropriate cleaning equipment (to include electrical) and cleaning chemicals.
- Day to day supervision of Food Services staff, resolving any staff queries, as necessary, ensuring appropriate work allocation to support efficient service delivery.
- Using computer software for the purpose of printing of pre type set labels
- Responsible for and undertaking the completion of hard copy and electronic documentation in accordance with Food Hygiene legislation, HACCP and Health Board policies and procedures, as directed.
- The collection of food samples for pathological analysis in line with departmental procedure.
- Required to dismantle and reassemble catering equipment for daily cleaning **and** operational purposes in line with Health & Safety legislation and cleaning protocols utilising appropriate tools provided
- To control and record waste for all production and service areas.
- To manage, monitor and undertake the removal of general/food waste in/to designated areas for disposal, in line with departmental guidelines.
- To undertake Individual Performance Reviews for Food Services Staff.

Communication:

- To attend staff meetings, as required.
- To consult, inform, seek approval to instructions and discuss issues and any concerns with Head Cook and/or Food Production and Services Controller.
- Communicates information in line with legislation, policies and procedures
- To cooperate and communicate with patients, staff and the general public regarding food service provision, dealing with complaints, staff queries etc that require tact and diplomacy as/when appropriate
- To deliver departmental Team Briefs.

Personal and People Development:

- To attend all relevant training courses deemed appropriate by the Manager.
- To participate in, provide and/or arrange appropriate training for cooks, trainees and junior grades.
- To participate in the Health Board's Individual Performance Review process and agree, and work towards achieving personal development plan.
- To enhance Individual Personal Development, in agreement with your line manager, tasks may be undertaken outside of your current outline of main duties.
- Staff may be requested to undertake tasks / duties throughout the Health Board

Code of Conduct:

- To conduct themselves and ensure Food Services staff work within the guidelines of the Code of Conduct for Healthcare Support Workers in Wales, at all times.
- Personal appearance/hygiene including correct uniform is of the highest standard at all times.

Health and Safety:

- To comply with all Health and Safety, statutory legislation and Health Board associated policies and procedures in work practices and in the workplace.
- To promote health and safety in the workplace.
- To look after the health and safety of the individual and the team.
- To report any identified risks and/or incidents, which may adversely affect the carrying out of normal duties.
- The safe storage and use of equipment and cleaning chemicals.

Finance:

- To comply with departmental plans to achieve financial balance and strong financial control, including keeping waste to a minimum.

Service Delivery / Improvements:

- To maintain and support any improvement changes to the service.

- Provide views and ideas on improving services.
- Required to implement policies and procedures, and adherence to Health & Safety Legislation, proposing changes to working practices that improves service delivery.

Quality:

- Undertake relevant tasks in line with policies and procedures working within limits of own competence and responsibilities. Any concerns regarding this should immediately be discussed with the Team Leader / Line Manager.
- Acts as a team member and seeks help if necessary.
- Maintains and uses resources efficiently and effectively and reports any problem as they arise.

Equality and Diversity:

- Act in a way that is in accordance with legislation, policies and procedures
- Must not discriminate against other people, treating everyone with dignity and respect.

Health and Wellbeing:

- The safe storage and movement of equipment.
- The security of premises or areas within as appropriate.
- Responsibility to inform the Team Leader / Line Manager if you are not competent to perform a duty.
- Responsibility to inform the Team Leader / Line Manager of any episode of ill health and/ or restrictions required to carrying out normal duties.

Systems and Equipment:

- To prepare, use, clean, store equipment and materials in line with health and safety by following department schedule and procedure.
- To report any identified faults in the system or equipment and take appropriate action in line with department procedure.
- Undertake all tasks with minimum risk to self or others and environment.

Information Collection:

- To collect and collate food services data/information using set systems.
- Maintain and report that data/information using agreed format/procedures/time span.

GENERAL:

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the Health Boards individual performance review process to ensure continued professional development including rotation.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The post holder is required to co-operate with the Health Boards to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the Health Boards, Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children:** The Health Board is committed to safeguarding children therefore all staff must attend the required level of safeguarding children training. This post requires Level 1 training.
- **Infection Control:** The health Board is committed to meet its obligations to minimize infection. The post holder is required to comply with current procedures for the control of infection, not to tolerate non compliance by colleagues, and to attend training in infection control provided by the Health Board.
- **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.
- **For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the professional organizations eg GMC, NMC, HPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites including buildings and grounds are smoke free.