

## **Job Description**

### **Bank Chef de Partie**

#### **1. Job Purpose**

Works alongside the Head Chef to manage daily kitchen activities, including overseeing staff, aiding with menu preparation, ensuring food quality and freshness, and monitoring ordering and stocking. Provide a high level of meal quality and consistency.

#### **2. Key Tasks**

##### **Operational**

- To support the smooth day-to-day running of the food and nutrition service to include food preparation, and presentation.
- To deliver person centered hospitality, tailoring menus and seeking out opportunities to enhance a positive, memorable experience to patients and their guests through excellent food and exceptional service.
- To report any faults, issues or concerns promptly in line with hospice policies and procedures
- Establish and maintain strong relationships with staff in other areas of the business.
- Manage inventory and order and keep control of stock by keeping detailed records, minimizing waste.
- Assist with the kitchen cleaning and the cleaning Schedules
- Communicate between both sites to ensure reasonable stock levels are maintained.

##### **Regulatory**

- To ensure and maintain a safe working environment following relevant health and safety and food safety regulations, food hygiene regulations and CQC standards.
- Complete food hygiene & Allergen documents to comply with the law.

## Management

- To support kitchen trainees to welcome and coach new starters, to help them integrate into the team and understand their role.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

## Overarching responsibilities

- Embedding the values of the organisation into your working practices evidencing this regularly and ensuring this remains a priority.
- To live out our values, which drive all that we do, in the context of your everyday work following our behaviour framework.
- To work in accordance, and fully comply, with our organisational policies and procedures.
- To carry out all duties in accordance with the law, regulations, organisational frameworks, recognised professional guidelines and the have a commitment to FREDIE, integration and collective decision making.

The above is indicative of the current responsibilities of the post which may change from time to time in consultation with the post holder in line with the service need.

Throughout your time with us we will conduct ongoing employment checks and performance reviews relevant to your role, for example professional registration checks, DBS, appraisals and regular contact meetings.

## 1. Terms and Conditions

Reports to: Head Chef

Responsible for: Kitchen Porter/Catering Assistant

Hours: As and when Required

Location: North Yorkshire Hospice Care sites

## 2. Person Specification

| What is required?   | Is it essential or desirable?<br>Essential = E<br>Desirable = D | How is it assessed?<br>Application = A<br>Interview = I<br>Task/Assessment = T |
|---|---|--|
| <b>Education/Qualifications</b>   |   |  |
| NVQ/Diploma Level 2 or 3 or similar in catering/food preparation.   | <b>E</b>  | <b>A</b>   |
| Current food hygiene certificate& allergen course - can undertake in the role if required.  | <b>E</b>  | <b>A</b>   |
| <b>Experience</b>   |   |  |
| Experience of working professionally in a fresh food kitchen.   | <b>E</b>  | <b>A, I</b>  |
| <b>Knowledge/Skills</b>   |   |  |
| Demonstrable skills in producing hotel/restaurant standard of food.   | <b>E</b>  | <b>A, I, T</b>   |
| To work alongside the dietician and other clinicians to develop and maintain a nutritionally balanced and attractive menu, and promote healthy nutrition and hydration. | <b>D</b>  | <b>A, I</b>  |
| Knowledgeable in catering for modified diets and allergy awareness.   | <b>D</b>  | <b>A, I</b>  |
| Confident in engaging with hospice patients and guests to create appetising and nutritious meals tailored to their requirements.  | <b>E</b>  | <b>I</b>   |
| Confident in running all aspects of the kitchen, including rotas, stock control and ordering.   | <b>E</b>  | <b>A, I</b>  |

|   |          |             |
|---|----------|-------------|
|   |          |             |
| A good understanding of kitchen health and safety and food safety, administrative tasks and record keeping.                       | <b>D</b> | <b>A, I</b> |
| Ability to support kitchen audits to ensure regulatory requirements, quality markers and measures are maintained and monitored.   | <b>D</b> | <b>A, I</b> |
| An understanding of budgets, margins, and stock control.  | <b>D</b> | <b>A, I</b> |
| Experience of leading a team.   | <b>D</b> | <b>A, I</b> |
| Effective and proactive team member.  | <b>E</b> | <b>A, I</b> |
| <b>Personal Attributes</b>  |          |             |
| A passion for food and cooking, driven and motivated and continually looks for ways to improve standards and service.             | <b>E</b> | <b>A, I</b> |
| A personable and warm approach with a genuine interest in the wellbeing of patients, guests, and team members.                    | <b>E</b> | <b>A, I</b> |
| Works with a positive, respectful, and professional attitude.   | <b>E</b> | <b>A, I</b> |
| Manages stressful situations with a calm and measured approach.   | <b>E</b> | <b>A, I</b> |
| Flexible in attitude to work, and undertaking of role.  | <b>E</b> | <b>A, I</b> |
| Demonstrate a commitment to on-going learning and development.  | <b>E</b> | <b>A, I</b> |
| Demonstrate a commitment to North Yorkshire Hospice Care's aims and objectives through its core values and behaviours.            | <b>E</b> | <b>A, I</b> |
| Full understanding of and strong commitment to confidentiality.   | <b>E</b> | <b>A, I</b> |
| Promote and sustain a responsible attitude towards diversity and inclusion within North Yorkshire Hospice Care.                   | <b>E</b> | <b>A, I</b> |
| You will live out our values, which drive all that we do, in the context of your everyday work following our behaviour framework. | <b>E</b> | <b>A, I</b> |