



**Jersey Hospice Care**  
*your care, your choice, your time*

**JOB DESCRIPTION**

<b>Job Title:</b>	Chef
<b>Reports to:</b>	Head Chef
<b>Department:</b>	Facilities
<b>Hours:</b>	37.5 hours (30 hours part-time considered)
<b>Working Pattern:</b>	To work on a rota basis between the hours of 8am and 8pm, Monday to Sunday, (including weekends and public holidays), with flexibility to meet the needs of the role and Jersey Hospice Care
<b>Contract Type:</b>	Permanent

**General**

Jersey Hospice Care is an independent charity which provides palliative care services within the community and the hospital, as well as through the King Centre and In-Patient Unit facilities. All services benefit from a well-resourced multi-professional team with skills and expertise in palliative and end of life care. These services are provided at no cost to the patient or their family.

**Job Summary**

The purpose of the role is to assist the Head Chef with all aspects relating to the efficient and effective catering operation at Jersey Hospice Care, to support the best primary care possible.

The post holder will develop and deliver food offerings, which provide a range of wholesome food that meets the patient's needs, with special attention for highly vulnerable patients' dietary requirements.

The post holder will deputise for the Head Chef in conjunction with the other Chefs. They will also work closely with the Head Chef in regard to Jersey Hospice Care suppliers, to ensure good quality and value. Leading from the front and by example using knowledge and a can-do positive attitude, the post holder will ensure the catering needs of the charity are met.

The post holder will deliver safe planning, preparation and delivery of all food produced. This includes catering for patients receiving primary care, visiting Day Centre patients, visiting friends and relatives of patients, staff and volunteers working on site, Jersey Hospice Training Centre attendees, and other visitors.

## Job Context

The post holder will be primarily based at the main Clarkson House site and required to work a rotational shift pattern to include weekends, Bank and public holidays and be flexible to meet the operational needs of Jersey Hospice Care.

The post holder is required to work in adherence to Jersey Hospice Care policies and procedures and local health authority, HACCP, guidelines at all times.

## Nature and Scope of Role

The accountabilities of the role will include but are not limited to supporting the following areas:

3. **Supervision**
4. **Kitchen Responsibilities**
5. **Purchasing and Provision**
6. **Food Preparation**
7. **Health and Safety**

In addition, the post holder is required to operate in adherence to Jersey Hospice Care Culture Pathway, Vision, Mission, Values and Behaviours.

### 1. Supervision

- In the absence of the Head Chef, in conjunction with the other Chefs, the postholder will:
  - Oversee the day-to-day activities of the kitchen team, operation of the kitchen and associated catering areas.
  - Support and work with bank staff, volunteers, placements, and apprentices and provide supervision as required.
  - Ensure good communication between the kitchen team and all departments within Jersey Hospice Care is maintained to support and facilitate the care and wellbeing of our patients.
  - Supervise and coordinate kitchen activities and the quality of work produced by the kitchen team.
  - Supervise and coordinate the work of the Kitchen Team.
  - Ensure the smooth operational supervision of the kitchen and kitchen Team.

### 2. Kitchen Responsibilities

- Perform the cleaning of the catering facility areas, ensuring this is carried out promptly and efficiently, in adherence with the daily/weekly cleaning schedules and health and safety requirements and that the correct cleaning materials and chemicals are used.
- Ensure all stored food and equipment to meet all food hygiene standards and requirements.
- Unload and decant food and equipment promptly upon deliveries, ensuring storage is in adherence with healthy and safety requirements.
- Responsible for keeping the storeroom areas clean, tidy, and organised, ensuring that no food-based products are stored on the floor at any time.
- All opened packaging to be decanted and stored into a sealed clear plastic storage box labelled with the name of the product and date.

- Responsible for ensuring that all trash bins are emptied and disposed of promptly and correctly, in adherence with all recycling initiatives and health and safety protocols, whilst storing broken down cardboard in the refuse area and broken glass in the correct bin.

### **3. Purchasing and Provision**

- In the absence of the Head Chef, in conjunction with the other Chefs, the postholder will:
  - Source good quality produce from local suppliers within allocated budgets and liaise with relevant companies regarding orders and supply chain, to ensure best value for money.
  - Responsible for the placement of orders in a timely and efficient manner to ensure adequate supplies are in stock, whilst avoiding over ordering.
  - Monitor kitchen food costs and kitchen cleaning and chemical costs within allocated budget and to ensure good stock levels.
- Check quantity and quality of stock received and notify suppliers of deficiencies asking for replacement or for credit notes for deficiencies.
- Keep records of orders and maintain inventory of food and supplies using the stock order system, whilst adhering to correct stock rotation procedures (1<sup>st</sup> in 1<sup>st</sup> out rotation).
- Use recipe cards that have been costed and maintain well thought out stock rotation.

### **4. Food Preparation**

- Ensure knowledge and understanding of patients bespoke dietary requirements based upon their medical condition and their personal tastes, from lead nurse and the nursing staff in the IPU that work closely together with patients and know the patient's medical background.
- Adhere to policies and processes in place to ensure that relevant information connected to the dietary requirements of our patients are available to kitchen staff at all times.
- Preparation of and or supervision of all cooking and serving of meals and food in accordance with any dietary requirements, whilst also ensuring food containing recognised allergens are detailed and noted.
- Assist the head chef to create menus and determine quantities to be cooked and size of portions to be served, taking dietary needs into consideration and to meet medical, ethnic, and personal needs.

### **5. Health and Safety**

- Adhere to all health and safety procedures in the kitchen, that are in line with current Jersey Local Health Authority legislation and guidance including all handwashing and prevention of infection controls, policies, and procedures.
- Responsible for the cleanliness and functionality of supplies, equipment, and work areas.
- Ensure compliance with nutrition and sanitation regulations and kitchen safety standards are being adhered to at all times.
- Adhere to departmental HACCP, including organising the relevant resources and collating the results to ensure all necessary requirements are met.
- Maintain up-to-date records to meet current HACCP regulations and traceability, whilst filing hard copies within the kitchen daily and then electronically to fully comply.
- Adhere to sanitation practices and safety standards.
- Adhere to and ensure the correct level supervision of COSHH is maintained. Washing and cleaning of floors, crockery, utensils, work surfaces and other kitchen equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen, dining room and all other catering areas as appropriate.
- Co-operate fully with all statutory inspections and implement recommendations as appropriate.

- Promptly report any incident or accidents, equipment failure to the Head Chef or Property and Facilities Manager as appropriate.
- Responsible for own Health and Safety and that of anybody else whom may be affected by your acts and omissions.

## GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Jersey Hospice Care are expected to comply with the general duties detailed below:

**Infection Prevention and Control** - Maintain a clean, safe environment, ensuring adherence to Jersey Hospice Care's standards of cleanliness, hygiene and infection prevention and control.

**Safeguarding** - Jersey Hospice Care is committed to safeguarding and promoting the welfare of adults, children, and young persons. All employees are therefore expected to behave in such a way that supports this commitment.

Foundation Level Safeguarding Training will be provided to all non-clinical employees and all clinical employees will be required to attend Safeguarding training in line with the Intercollegiate Document recommendations (RCN, 2018).

**Information Governance** - Jersey Hospice Care has undertaken to ensure that it meets its obligations to comply with the Data Protection (Jersey) Law 2018 and other guidance and standards of confidentiality and information security.

All employees have an individual responsibility for creating accurate records of their work and for making entries into and managing all records effectively in line with policies and procedures and to ensure Jersey Hospice Care meets its legal, regulatory and accountability requirements.

**Governance** - Actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

**Health & Safety** - Ensure a safe working environment and be aware of responsibilities under the Health and Safety at Work (Jersey) Law 1989, taking appropriate action in the event of an accident to patients, employees, self, or any other person in the work area.

To co-operate fully in discharging the policies and procedures with regard to health and safety matters.

Whilst the aim of Jersey Hospice Care is to promote a co-operative and constructive view of health and safety concerns in the organisation, all employees must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

**Volunteers** – All employees have an individual responsibility to recruit, train and support volunteers as appropriate, to achieve Jersey Hospice Care objectives, making best use of volunteers and to minimise costs.

## OTHER INFORMATION

**Data Protection** - Applications made in respect of this position will remain confidential, those that are unsuccessful will be kept for a period of 12 months from date of receipt at which point they will be destroyed. The application of the successful candidate will be kept on their personnel file for three years post termination of employment. For further explanation see Appendix A 'fair processing statement'.

**Equal opportunities statement** - Jersey Hospice Care is committed to eliminating discrimination and encouraging diversity amongst our workforce. We demonstrate commitment to equality and fairness for all in our employment and do not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, or age. We oppose all forms of unlawful and unfair discrimination.

**Jersey Hospice Care operates a strict no smoking policy.**

**NB:** Although this is a comprehensive job description, you may be required to undertake other duties assigned by Jersey Hospice Care in response to organisational or service demands.

PERSON SPECIFICATION		
Chef		
	Essential Criteria for selection	Desirable Criteria for selection
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>NVQ Level 2 Food production &amp; cooking or relevant catering qualification</li> <li>Current food hygiene certification minimum level 2</li> <li>Willingness to study and complete food hygiene certification level 3</li> <li>COSHH awareness course</li> <li>Allergen awareness course</li> <li>Credentials in health and safety or a thorough understanding of health and safety</li> <li>HACCP awareness</li> </ul>	<ul style="list-style-type: none"> <li>2nd language</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Significant experience as chef or sous chef</li> <li>In-depth knowledge and understanding of ingredients and produce.</li> <li>Proven kitchen skills</li> <li>Proven communication and leadership skills</li> <li>People management experience</li> <li>Experienced working in a kitchen providing meals for large numbers.</li> <li>Experienced in delegating and monitoring progress.</li> <li>Experience of menu planning</li> </ul>	<ul style="list-style-type: none"> <li>Previous knowledge of, or experience of working in a care environment</li> </ul>
<b>Technical abilities</b>	<ul style="list-style-type: none"> <li>Knowledge of kitchen processes and equipment</li> </ul>	

	<ul style="list-style-type: none"> <li>• Knowledge of Food Hygiene Regulations and Responsibilities under the HSAW Act</li> <li>• Knowledge of special diets and nutrition</li> <li>• Computer literate, with experience of using MS Office packages (i.e., Word, Excel, and Power Point) and Teams</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Good written and oral communication skills with the ability to develop an understanding of non-verbal communication.</li> <li>• Leading by example</li> <li>• A positive can-do attitude and approach</li> <li>• Professional</li> <li>• Proven ability and commitment to prepare and serve well-presented and attractive meals to meet individual and dietary requirements.</li> <li>• Ability to work on own initiative.</li> <li>• Ability to form positive working relationships with colleagues at all levels.</li> <li>• Ability to lead and work as part of a team.</li> <li>• Creativity, especially with menu planning, with ability to create menus that are balanced nutritious and healthy.</li> <li>• Proven ability to make decision making in line with policies and procedures.</li> <li>• Self-Motivated with drive and enthusiasm</li> <li>• Organised</li> <li>• Tactful – respectful of others</li> <li>• Compassionate to the needs of others</li> <li>• Business acumen</li> </ul>	

## JERSEY HOSPICE CARE BACKGROUND

**Specialist Palliative Care Team** – Our Specialist Palliative Care Team works in close partnership with healthcare professionals across the entire Island, ensuring that patients and their families receive expert guidance, compassionate support, and specialist input at every stage of palliative and end-of-life care. Whether care is delivered at home, in nursing or residential settings, or within the hospital, the team provides seamless, high-quality support wherever it’s needed most. With a strong multidisciplinary approach at its core, the team brings together a wide range of skills and perspectives to deliver complex symptom management and truly holistic care. Their shared purpose is simple yet powerful: to help every patient achieve the best possible quality of life, with dignity, comfort, and personalised support throughout their journey.

**Living Well Team** – Our Living Well Team works closely with our specialist colleagues to provide compassionate, generalist palliative care to islanders—supporting them as they navigate every aspect of their journey. Whether it’s managing symptoms, understanding finances, making important decisions, or simply coping with the everyday tasks we often take for granted, the team is there to guide, encourage, and empower. Care is delivered wherever it’s needed most: in the

comfort of patients' homes or in our welcoming King Centre clinics. Our nurses walk alongside patients and their families every step of the way, promoting independence, building confidence, and creating opportunities for people to live well—on their own terms, with dignity, choice, and support.

**King Centre** - The King Centre offers a vibrant range of wellbeing services designed to help people living with life-limiting illnesses continue to live as fully and confidently as possible. Taking a rehabilitative and empowering approach, the team walks alongside patients as they navigate their illness, helping them focus on what matters most to them.

Our dedicated King Centre Team provides a rich mix of day services—including day hospice support, physiotherapy, and complementary therapies. These sessions are delivered by skilled, compassionate practitioners through both individual and group activities, all tailored to each person's unique goals, priorities, and needs. At the King Centre, every interaction is centred around helping patients regain a sense of strength, connection, independence, and possibility.

**Out of hours telephone on call** – operates 5pm- 9am Monday to Friday then 5pm Friday to 9am Monday morning. Is staffed by specialist nurses and staff grade doctors and provides on island telephone advice to health professionals.

**In Patient Unit** – The In-Patient Unit comprises of twelve single en-suite bedrooms and provides specialist 24-hour, individualised care with the aim of maintaining independence and dignity in a caring and supportive environment. Care is delivered by experienced, specialist Registered Nurses and Health Care Assistants, working with other members of the multi-disciplinary team, to ensure a holistic approach to the care of patients and their families.

**Bereavement & Emotional Support Service** – The Bereavement & Emotional Support Service offers free, confidential counselling and support to anyone in the community who has suffered a loss, regardless of the nature of the bereavement. Both life limiting illness and grief following a loss can have a huge emotional impact. Our service is made up of a small team of qualified and experienced counsellors and trained volunteer bereavement support workers.

**Education, Learning and Development Team** - The Education, Learning and Development Team coordinate a broad range of academic and competency-based education programmes to support our employees irrespective of which department they work in to ensure competence and confidence in their roles. We also deliver external education across Jersey's health and social care community which focus on the principles and practice of palliative and end of life care. The overall aim is to achieve Island wide excellence in standards from a single point of education delivery.

**Retail** - There are three Jersey Hospice Care shops; a town shop in St Helier and a country shop in St Ouen and one in the East of the Island, they are operated by Jersey Hospice Care Retail Limited a wholly owned subsidiary trading company of Jersey Hospice Care. The shops are important sources of income, as well as providing a vital contact with the Island community.

**Income Generation team** - Are responsible for generating efficient, effective sustainable income for now and for the future. Notable key fundraising events are Million Pound Lottery, Dragon Boat Festival, 5000 Club and Christmas Tree collections.

**Volunteers** - Jersey Hospice Care depends on the generous support of a large body of volunteers who assist in a wide range of roles across all areas of the charity. These include helping in the shops, Day Hospice, In Patient Unit, Community Bereavement Service, fundraising and garden.

**Support Services** - The Support Services' employees are responsible for: People activities and support; administration tasks and projects; accounts management; reception; housekeeping; and our catering services. They provide support to Council, the Executive Team, and Senior Management, and are the first point of call for those ringing or calling at Jersey Hospice Care. They are vital to the smooth running of the charity.