

# LOROS

Hospice Care for Leicester, Leicestershire & Rutland

Being there for *you*  
and *your family*

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Commis Chef</b>
<b>RESPONSIBLE TO:</b>	<b>Head Chef</b>
<b>HOURS OF WORK:</b>	<b>37.5 hours - 5 days over a 7 day period to include weekends and holiday periods</b>
<b>LOCATION:</b>	<b>LOROS Hospice, Groby Road, Leicester</b>

## **JOB PURPOSE**

As Commis chef you will be required to allocate/supervise the catering assistants in their tasks and also take control of the kitchen if you are the most senior staff member on duty at that time. Your role will be to assist the Catering & Hospitality Services Manager and Chefs with the day to day organisation, control and smooth running of all sections within the Kitchen. Ensuring that standards of food preparation, cooking and presentation are maintained to the agreed standards at all times. To provide the following services to all customers including patients, staff, visitors and contractors::

- Breakfast, Lunch and Evening Meals for our 31-bed inpatient ward  
Lunch and high tea for our Day Therapy patients – weekdays only  
Support the Hospice Café service as delivered by Volunteers  
Provision of vending services (out of hours)  
Staff dining  
Support with Corporate Hospitality for meetings, events and special functions  
Support the LPDC Café as required

## **Duties and Responsibilities**

1. Help ensure that the highest standards of food preparation and presentation are maintained to the required standards at all times.
2. Preparing, cooking and presenting dishes- to include baking cakes and biscuits suitable for the patients and visitors.
3. Help maintain the standards of food hygiene and kitchen cleanliness to comply with the all current Food Safety Legislation.

4. Carry out frequent checks on kitchen equipment and structure reporting any faults to the Catering & Hospitality Services Manager/ Chef.
5. Maintain departmental standards as agreed with the unit policy and the Catering & Hospitality Services Manager.
6. To work on all sections of the kitchen on a rota basis under supervision of a Senior Chef to help prepare, cook and present all food items required from each section for breakfast, lunch and evening meal services. At some times working may be unsupervised so the Commis must be able to plan and organise working practises in order that food will be served on time and correctly.
7. Ensure the correct usage and storage of all cleaning chemicals and cleaning equipment at all times in line with COSHH Guidelines.
8. Ensure all Health and Safety Regulations are adhered to at all times and understand your responsibilities as an employee under the Health and Safety policy.
9. Ensure correct uniform is worn at all times.
10. You may be required, on occasion, to cover the LPDC café.
11. Liase politely and professionally with the nursing team, patients, relatives, other customers, staff, volunteers, and managers as required.
12. Support the control of food costs within the department through the correct and economical use of all food items and minimisation of wastage at all times.
13. Ensure stock is rotated and used in line with the FIFO system
14. Any other duties commensurate with the grade of the post and additional training and development. May be required to down skill at times if there is a deficit in the catering assistant numbers.
15. Thorough working knowledge of the menus ensuring allergen and dietary needs are both recorded and communicated to the appropriate staff members. Also good knowledge to be able to advise other staff members on ingredients, cooking methods and serving standards.
16. Directing and organising the work of the Catering AssistantsP:\PERSONNEL\Job Descriptions\Catering Proposed Job Descriptions\2019\Commis Chef January 2019.doc and ensuring that they are completing duties as per their job description and work sheets. And are working in line with LOROS Value and Behaviours.
17. Attend team meetings and yearly appraisals and contribute positively to them.

18. Ensure that the highest levels of customer service are displayed at all times by all members of the catering team towards patients, staff, volunteers, contractors and visitors.

**GENERAL:**

All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.

To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.

All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.

The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfil these duties post holders are required to undertake mandatory training to recognise the signs and symptoms of abuse, or neglect, or individuals at risk and to follow LOROS policies relating to safeguarding practice including reporting any concerns that they may have.

Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Co-operate with their employer as far as is necessary to meet the requirements of the legislation.

All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

**The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.**

Signed..... Date.....  
**Postholder**

Signed..... Date .....

**Line Manager**