



LEOPARDSTOWN PARK HOSPITAL

JOB DESCRIPTION

JOB TITLE: Chef, Grade 1

Place of Work

Catering Department, Leopardstown Park Hospital, Foxrock, Dublin 18

Relationships:

Responsible to the Catering Manager/Catering Officer for the efficient performance of all duties.

Main Purpose of Job:

To assist with the preparation and service of meals to the hospital at the required time in accordance with the hospital and statutory standards.

Qualifications:

Each candidate must

- (a) be of good character
- (b) be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
- (c) Have obtained the London City & Guilds Examination No. 706/1 & No. 706/2/NCCB or such equivalent qualifications as may be approved by the Minister for Health from time to time.

It is desirable that each candidate will have completed a Preliminary Hygiene Course as recommended by the Environmental Health Officer. If the successful candidate has not completed these courses, he/she will be required to do so and the necessary training will be provided.

Particulars of Office:

1. **Remuneration**
 - a. € 26,990 – €37,398
 - b. Incremental credit may be granted in respect of recognized experience.
2. The office is whole time and pensionable.
3. **Hours of Duty**

39 hour basic working week.
4. **Annual Leave**
 - a. 23 days. Plus, the annual bank holidays.
5. **Probation**
 - a. The appointment shall be made subject to the conditions that:
 - b. The person appointed shall hold office for a probationary period of nine months which the Chief Executive Officer may at her discretion extend
 1. and
 - c. The person appointed shall cease to hold office at the end of his/her probationary period unless during such period the Chief Executive has certified that the service of such person is satisfactory.
6. When resigning, an officer is required to give one month's notice in writing before resigning the office, or in default to forfeit one month's amount of salary to be deducted as liquidated damages from any remuneration due at the time of such resignation.
7. **Health Scheme**
 - a. A group scheme operates for members of staff who wish to participate in the VHI Scheme.
8. **Confidentiality**
 - a. In the course of his/her employment, the person appointed may have access to or hear information concerning the medical or personal affairs of patients and staff or other health service business. Such records or information are strictly confidential and unless acting on the instructions or an authorized officer on no account must information be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorized persons can obtain access to them and must be kept in safe custody/destroyed in accordance with policy when no longer required.

Duties:

- Requisitioning of foodstuffs and materials
- Preparation of both raw and cooked food

- Cooking of food
- Portioning and packing of both raw and cooked food
- Rotation and allocation of food stuffs.
- Labelling, chilling and storage of food.
- Regeneration and services of food.
- Record keeping.
- Cash handling/reconciliation, where appropriate.
- Ensure that you maintain the cleanliness and good order of your area of assignment and associated areas to the highest possible standard.
- Ensure efficient and economical use of materials and equipment.
- To adhere to specifications, standards and procedures while at work.
- To practice all hygiene, cook-chill and health and safety procedures.
- To report mechanical defects and needs for repairs.
- Provide assistance and advice to staff in packing/plating areas on portion size.
- Indenting for kitchen supplies.
- Checking for meals at all service points throughout the site for quality, quantity and presentation.
- Operating of computer system.
- To take all necessary steps to ensure the maximum security of your area of assignment and all equipment and supplies contained therein.
- To report to management immediately any accidents, fire, stock loss, damage, unfit food, and take such action as may be appropriate.
- To assist with special functions as required.
- To attend training courses when required.
- Any other duties relevant to the post as may be allocated by the Head Chef, or the Catering Manager.
- Daily liaising with the Head Chef with any problems that may arise.
- To wear proper uniform and be well presented at all times.
- To liaise with nursing staff.

Hospital Hygiene & Food Safety

1. To practice high standards of personal hygiene at all times in terms of grooming and wearing of proper attire.
2. To maintain the required standards of operational hygiene within the allocated area of responsibility at all times.
3. To ensure that agreed operational specifications, i.e. cleaning schedules are adhered to.
4. To make staff aware of food hygiene regulations through training and to ensure that the staff strictly adhere to the requirements by daily on site checks.
5. To ensure all Hygiene records are maintained.
6. To conduct internal audits of the catering department.
7. To organize Hazard Analysis Critical Control Point(HACCP) team meetings and encourage their duties.

◆ Safety & Security

1. To ensure that adequate safety measures are in operation and to maintain equipment and appliances are in good condition.
2. To be fully conversant with the Health and Safety at Work Act, 1989 and to ensure that staff under your direct control are fully aware of their responsibilities under the law, and that they comply with all safety regulations and attend fire lectures periodically.
3. To ensure the security of food stocks at all times.
4. To report all accidents and near misses immediately.
5. To liaise with the Hospital Risk Manager.
6. To be aware of the Hospital Fire Plan and to ensure all staff are aware (receive training) of the emergency procedures in the event of fire.
7. To be aware of the emergency contingency procedures.

◆ Interpersonal Skills

1. To maintain a harmonious work relationship amongst all staff.
2. To provide Catering Staff with a thorough understanding of their jobs and standards of performance and to clarify their duties and responsibilities within your allocated area.
3. To communicate positive attitudes, sincere interest and responsiveness to others' needs and to interact in a positive way with management staff and customer.
4. To promote a good public relations image by communicating directly with Clients, Dietician, Purchasing, Nurse Managers etc and staff customers when required.

◆ Adherence to Policy/Legislation

1. To have a complete understanding of hospital board policy in respect of personnel matters, catering, fire, hygiene, health and safety, security, energy conservation, smoking etc. and to comply with these policies.
2. To ensure that these policies are communicated to staff under your direct control.

3. To assist in the practical support and implementation with regard to staff training and to identify the need for additional training.
4. To keep up to date with changing legislation and regulations relevant to Catering & Food production.
5. To aid the Catering manager in the completion of Hospital policies and underpin their implementation.
6. To review Hospital Policies on a regular basis.
7. All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to familiarise themselves with and comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care etc) and the hospitals' ethical code of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

◆ **General**

1. To undertake such other duties as maybe required from time to time and to act for other senior staff as required.
2. To undertake and participate in generating reports which maybe required from time to time.
3. Actively participate and co-operate fully with all training programmes including mandatory training.

Please note the following:

- The hospital board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire training periodically.
- Staff must attend mandatory (appropriate) training periodically.
- All accidents within the department must be reported immediately and an incident report form submitted to the appropriate officer.
- In line with the Safety, Health & Welfare at Work Act (2005), smoking is permitted at the discretion of management in designated areas only.
- All staff are advised to avail of preventative inoculations (e.g. Hep B, Flu Vaccine etc)
- The use of personal mobile phones during work is prohibited.

Hygiene:

During the course of employment staff members are required to ensure that the Hospitals' hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering and implementing optimal hand hygiene and adhering to the hospitals' hygiene processes. Hygiene is a fundamental component of Leopardstown Park Hospital quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infections.

Attire:

At all times staff will be suitably dressed and will use appropriate personal protection equipment as required.

Health:

A candidate for and holding the office must complete a medical examination and be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of good health as would indicate a reasonable prospect of ability to attend regular and efficient service. Each employee is required to undergo a medical examination with the hospital's occupational health consultants to determine that they are fit and able for the post. Subsequent referrals may be made to occupational health consultants, if deemed warranted by hospital authorities.

Location of Substantive Post:

The location of the substantive post will be in Leopardstown Park Hospital, Foxrock, Dublin 18. Staff may be required to relocate to another healthcare facility within 40km of Leopardstown to facilitate training, up skilling or maximisation of utilisation of resources between agencies.

Hours of Duty/Attendance:

Employment will be on the basis of 39 hours per week and will be in accordance with the rosters determined by the hospital. Positive affirmation of attendance will be required by a mechanism determined by hospital authorities.

Sick Leave:

Payment of sick leave is at the discretion of management and will be in accordance with Department of Health (DoH)/ Health Service Executive (HSE) regulations. It is the responsibility of the employee to adhere to the protocols relating to notification of sick leave to their immediate line manager, return to work interviews etc.

Annual Leave:

Annual leave must be approved by management in advance. The hospital will endeavour to accommodate all annual leave requests having regard to the service needs of the hospital. The carry over of leave from one leave period to the next may be restricted and management approval is required. The annual leave attaching to this post is 23 days per annum (based on full time employment). Where employment is less than full time employment, annual leave will be calculated on a pro rata basis.

Remuneration:

Remuneration is in accordance with Department of Health/ Health Service Executive consolidated pay scales. These scales may be amended from time to time. The current salary scale attaching to this Craftsmen Grade post is €26,990 to €37,398 (based on full time employment). Where employment is less than full time employment, remuneration will be calculated on a pro rata basis.

Superannuation:

Provision is made for pensions, and where applicable is in accordance with either the Local Government Superannuation Scheme or the Single Public Service Pension Scheme.

Performance Review:

A system of regular performance review will be operated during employment with the hospital. Personal goals will be aligned to departmental goals and hospital strategy. Training and personal development needs will be considered annually.

Emergencies:

Employees will make themselves available in the event of an adverse incident occurring which may negatively impact on patient care. The hospital will use personal contact details of an employee to notify them of any such incident.

Notice:

The minimum period of notice will be set out in the contract of employment

This job description will be subject to review in light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

I agree that this job description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____ Line Manager Name: _____

Employee signature: _____ Manager's signature: _____

Date: _____ Date: _____