

## RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE

### JOB DESCRIPTION

**Job Title:** Chef

**Salary Band:** H - £23,375

**Responsible and Accountable to:** Head of Estates & Facilities

**Hours:** 37.5 hours on a rota basis

### Job Summary

To assist in the day to day catering facility at Rainbows hospice, ensuring the highest quality food preparation and provision for the organisation, which is cost effective, and meets the individual dietary needs and requests of the children, young people and families, staff volunteers and visitors.

### Key Responsibilities

- To ensure that a comprehensive menu for families, children and staff is prepared reflecting the flexibility and sensitivity that may be required.
- To liaise with the Care Team staff and parents and young people regarding special diets, considering the dietary, cultural or religious needs and preferences of the children, young people and families staying at the hospice.
- To maintain the Hazard Analysis Critical Control Points (HACCP) management system in place, with ongoing monitoring to ensure compliance and standards are maintained.
- To maintain all kitchen equipment in a clean and safe manner, reporting any incidents to the Catering Manager/Facilities Manager.
- To be responsible for advance preparation of menus and food to cover annual leave/days off and sickness, and arrange suitable cover with other dept. team members, agency chef and/or care team staff as necessary.
- To co-ordinate, supervise, teach and plan work with the catering team, care team staff and volunteers within the kitchen environment.
- To ensure all adequate stocks of food are maintained and any particular dietary requirements for children attending Rainbows are met in liaison with the care team staff.
- To ensure that food stocks are strictly rotated to avoid any produce becoming out-of-date and needing to be discarded.
- To maximise the cooking of food 'in-house' thus minimising the use of convenience foods.
- To provide buffet food for meetings/conferences as required.
- To maintain the Five Star food hygiene rating

- To maintain good working relationship with all local suppliers ensuring value for money ordering is maximised.
- To maintain weekly records of ordering and delivery of goods and ensure this is communicated to staff/volunteers during Catering Managers absence.
- To maintain a homely environment in the kitchen and dining area.
- To provide ad-hoc working lunches for visitors etc.
- To supervise, as necessary, the involvement of families in the kitchen area.

## **Education**

- To value and utilise skills of other team members, being aware of personal/professional strengths and weaknesses, sharing and learning new skills willingly.
- To attend all training sessions and staff meetings as required.
- To attend study days and conferences as agreed with the Catering Manager and feeding back reports to all team members.

## **Professional**

- To maintain standard of conduct/physical appearance in order to retain public confidence.
- To promote and maintain good team work and take personal responsibility to contribute to the team's healthy functioning.
- To work within the guidelines of the Local Safeguarding Children's Board (LSCB).
- To adopt a positive and reflective approach to personal and professional development, participating constructively in annual IPRs and actioning objectives.
- To maintain confidentiality of children and families at all times, and respect confidentiality of all aspects of Hospice and staff affairs.

## **Training and Development**

- To attend staff development programmes, training courses, conferences as deemed necessary.
- To attend compulsory staff meetings
- To take responsibility for attendance at mandatory training sessions as deemed necessary by the organisation
- To take responsibility for attendance at mandatory training sessions incl. (but not limited to) first aid, fire safety, child protection and moving and handling.

## **Data Compliance and Confidentiality**

- In line with national legislation, and Rainbows policies, must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

- To comply with all Rainbows policies and procedures on Data Protection, Confidentiality, and Information Security.

## **Behaviours and Values**

- To promote, uphold and demonstrate the Rainbows values.
- To work actively and positively as part of the wider hospice team, demonstrating a desire and ability to build relationships with colleagues across all teams.
- To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
- To be proactive in seeking out support and finding new ways to encourage supporters to participate in our activities.
- To act always in a professional manner, respecting the needs of colleagues and co-workers, working collaboratively to ensure a harmonious work environment, and following our code of conduct at all times.

## **Our Values:**

- One Team – Working together with fairness and respect.
- People Centred – Championing inclusivity, compassion, and clarity.
- Aim High – Adapting, learning, and sharing our expertise.
- Own It – Focused, committed, and accountable.

## **Safeguarding Children and Vulnerable Adults**

- To comply with Hospice and Leicester City LSCB Policy, Procedures and Practice
- To follow hospice policy regarding the management of safeguarding concerns.
- To access mandatory safeguarding training and demonstrate competence at the required level.

## **Equality, Diversity and Rights**

Rainbows Hospice for Children and Young People is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age, or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to take action to ensure that staff and volunteers employed by Rainbows Hospice are culturally aware and treat every person with dignity, respect, and fairness, in a way that is sensitively responsive to differences and similarities. Unlawful discrimination and other forms of exclusion have no place within Rainbows Hospice.

Responsibilities:

- Support and uphold the equality, diversity, and rights of all individuals, including children, young people, their families, staff, and volunteers.
- Actively promote the consultation and involvement of children, young people, and families in decision-making processes.
- Adhere to and work in alignment with the Hospice's Equality and Diversity Policy.

## Health and Safety

- To carry out duties placed on employees by the Health and Safety at Work Act 1974.
- To comply with Health and Safety Policy.
- To take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare in the pursuance of any of the relevant statutory provisions.
- To be aware of and adhere to current policies regarding infection control at all times.

## General

- To maintain a high standard of personal hygiene and presentation.
- To act at all times in a professional manner, respecting the needs of colleagues and co-operating to maintain a harmonious working environment.

**This job description is subject to amendment and may be changed from time to time.**