

## **UPMC Beacon Hospital**

### **Job Description**

<b>Job Title</b>	<b>Chef</b>
<b>Department</b>	<b>Catering</b>
<b>Reports to</b>	<b>Head Chef /Catering Manager / Director of Facilities</b>
<b>Date</b>	<b>March 2012</b>

#### **Overall Aim of Job**

To provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

Prepares and cooks meals with optimal nutritional care for patients and employees when required.

#### **Key Responsibilities and Deliverables**

- Cooks foodstuffs in quantities according to menu, and number of persons to be served. Prepares texture modified foods. Follows recipes.
- Properly thaws and cuts meat. Uses separate cutting boards following HACCP guidelines.
- Portions and plans menu foods accurately according to established guidelines.
- Prepares for following meals, orders supplies and keeps records and accounts.
- Cleans and sanitises work areas using appropriate solutions and techniques.
- Is aware of and follows all safety procedures, handling of equipment, lifting techniques, reporting injuries, fire and disaster plan, MSDS and universal precautions.

- Prepares, serves and delivers food for catered functions meeting departmental quality standards.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Chef with professional catering qualification.</li> </ul>
<b>Experience</b> (Amount and Type)	<ul style="list-style-type: none"> <li>• A minimum of 4 years relevant experience.</li> <li>• Previous hospital experience preferred but not essential.</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<ul style="list-style-type: none"> <li>• Observes all infection control policies for proper food handling, storage, hand washing, glove wearing, uniform and grooming. Works as team player to meet goals and department demands.</li> <li>• Excellent knowledge of HACCP guidelines and hygiene practice.</li> <li>• Exhibits high level of customer / patient relation skills.</li> <li>• Exhibits ability to work as member of team in daily performance of duties.</li> <li>• Interaction with all hospital departments.</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to work well on own initiative and as part of team.</li> <li>• Ability to work under pressure and time constraints.</li> <li>• Ability to take directions.</li> <li>• Punctual and well presented.</li> <li>• Fluent English is essential.</li> <li>• All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.</li> </ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

<b>Job Description received by employee</b>	_____	_____
	<b>Signature</b>	<b>Date</b>