

JOB DESCRIPTION

Job Title:	Apprentice Chef
Department:	Catering
Location:	Hospice / The Mill Café
Responsible to:	Sous Chefs / Food Production Manager
Salary:	Apprentice National Wage

Job Summary

We are searching for an apprentice chef to join our friendly and professional team at The Mill café and St Catherine's Hospice.

Working 37.5 hours a week on a rota covering 5 days out of 7, our chefs enjoy a lot more free time compared to others in the industry, and much more sociable hours.

You'll also experience great variety – covering the café, our events and the hospice.

You will assist the Senior Chefs on duty with storage, preparation and cooking of all food items and get a wide range of experience.

We are looking for someone with;

- Positive attitude
- Good communication skills
- Committed to delivering a high level of customer service
- Flexibility to respond to a range of different work situations
- Ability to work on your own or in teams
- Willingness to learn

The Mill Café and Mill Outside is a social enterprise, with profits to St Catherine's Hospice.

Main Duties and Responsibilities

Duties include:

- To prepare, cook and serve home-made food to meet the daily requirements of patients, staff and visitors to the Hospice and Mill Café & Mill Outside customers. This

Main Duties and Responsibilities

will include hot meals, soups, salads, sandwiches, desserts and specialist dietary foods, according to menu plans or daily directions.

- To learn and record skills and recipes from other members of the department.
- To ensure that mis en place is completed as per daily production schedule.
- Assist with safe storage of all kitchen items rotating stock as per departmental procedure. Keep stores areas neat and tidy. Keep refrigeration and freezers organised.
- To ensure minimum kitchen wastage.
- Deliver a 5 star level of food and service to hospice patients and their families, Mill Café & Mill Outside customers, maintaining professionalism at all times
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- Provide excellent customer service.
- Participate in daily, weekly, monthly cleaning routines and keeping proper record of tasks completed, as directed by the shift supervisor. Adhering to all food safety regulations and quality controls.
- Maintain equipment and the environment in a clean and safe condition and report any maintenance requirements to the shift supervisor, ensuring that records are kept and updated.
- Provide support for volunteers working within the department to enable them to complete assigned tasks and maintain their safety.
- Make recommendations for cost savings and efficiency improvements
- Adhere to Health & Safety and Food Safety Regulations, Hospice and relevant external, policies, procedures, standards and codes of practice, and best practice in food handling.
- Attend & contribute to regular staff briefing sessions, in order to be informed of policy, procedure or organisational change.
- To attend mandatory training days in order to maintain organisational standards.

VOLUNTEERS

The Hospice has the advantage of being supported by a number of volunteers.

If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.



PERSON SPECIFICATION

ESSENTIAL

Qualifications

Relevant Experience

Key Skills & Abilities

- Presentable and well groomed
- Good communicator with all sectors of society with the ability to listen and be sensitive to the needs of the customer
- High customer service standards
- Works well under pressure and own initiative to work independently or as part of a team
- Highly motivated
- Flexible with regard to working hours - able to work extended hours at peak times, within reason.
- Display Hospice values & behaviors at all times & actively promote them in others.

Other

- Sufficient personal resources to work effectively in a palliative care setting

DESIRABLE

- Basic Food Hygiene Certificate
- Customer care/service experience