



Bicton Heath, Shrewsbury, SY3 8HS

Re : Cook

This application pack contains the following information regarding the above mentioned post:

- 1. Job Description and Person Specification**
- 2. Information to Candidates**
- 3. Equal Opportunities Monitoring Form**

Having read the enclosed information, your completed application form should be returned to me at the address above, to arrive no later than **20th January 2020**

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Taylor
HR Advisor

Severn Hospice

Cook – Telford Hospice

INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

3. DISCLOSURE

Not applicable

4. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of up to 3 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

5. SALARY

The hourly rate for this post is **£9.41 - £10.23** depending on experience. **Progression through the pay scale is dependent on completion of the in-house training programme.** Salaries are paid monthly by credit transfer to a bank or building society account.

6. HOURS OF WORK

You will work 15 hours per week Monday to Friday 3-6pm.

Additional hours may be required to provide holiday cover for colleagues.

7. NOTICE

During your probationary service the period of notice to terminate your employment is one week by either party.

Severn Hospice Equality and Diversity Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service's Code of Practice for Registered Persons and other recipients of DBS information.

A copy of the Hospice's Equality and Diversity Policy is available upon request.

EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

To help us ensure the effectiveness of our Equality and Diversity Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for

Full name of applicant

Date of birth (age)

• **Gender**

- Do not wish to disclose
- Male Female Transgender

• **Sexual Orientation**

- Do not wish to disclose
- Heterosexual / Straight Bisexual Gay / Lesbian
- Any other sexual orientation – please specify

• **Religion or Belief**

- Do not wish to disclose
- Baha'i Buddhist Christian Hindu Jain Jewish
- Muslim None Pagan Sikh Zoroastrian
- Any other religion or belief – please specify

• **Ethnic Group**

- Do not wish to disclose

White

- English, Welsh, Scottish, Northern Irish, British Irish Gypsy or Irish traveller
- Any other White background – please specify

Mixed / multiple ethnic group

- White & Black Caribbean White & Black African White & Asian
- Any other mixed background – please specify.....

Asian / Asian British

- Indian Pakistani Bangladeshi Chinese
- Any other Asian background – please specify

Black / African / Caribbean / Black British

- Caribbean African
- Any other Black, Caribbean, African background – please specify.....

Other ethnic group

- Arab
- Any other ethnic group – please specify.....

• **Disability**

- Do you have a physical impairment? Yes No
- Do you have a mental impairment? Yes No

Data Protection Act

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature

Date

(please tick appropriate box)

Thank you for completing this form

**Severn Hospice
JOB DESCRIPTION**

Job Title	Cook
Department	Catering
Reporting to	Head Chef

Main Purpose of Job

The job holder will be a member of the team responsible for the preparation, cooking and serving of foods throughout the organisation to patients, their relatives, staff, voluntary workers and visitors.

Duties and Responsibilities

The Cook will work directly under the control of the Head Chef and will give assistance as follows:

1. Preparation and cooking of meals in accordance with daily menus.
2. Assisting in the drawing up of menus.
3. Provide and receive routine information to inform colleagues, e.g. menu changes
4. Preparation, cooking and serving of food for special functions.
5. Ensuring the maintenance of good standards of quantity and quality control in the preparation of meals.
6. Reporting breakdowns to equipment etc. In the absence of the Head Chef carry out correct procedures
7. Reporting to the Head Chef any items of foodstuff considered to be unsuitable for use.
8. Working in accordance with duty rotas and work schedules.
9. Carrying out stock takes as required.
10. Check incoming deliveries and document
11. Abide by The Food Standards Agency. Document in the Safer Food Better Business diary daily as a legal requirement; carry out due diligence checks, record and document.
12. Attending mandatory training when necessary
13. Working with Head Chef and cooks noting any items that require ordering. Assisting with orders when required
14. Offer any suggestions which may improve the service or efficiency of the catering department.
15. Be responsible for practicing good hygiene in all aspects of the working of the catering department, including maintaining a good standard of personal and general hygiene.
16. Continue to develop her/his knowledge of catering with a view to improving personal expertise and enhancing the quality of catering service. The Hospice operates a cook training programme which is contractual.
17. Work as a team member and maintain good working relationships within the department and with other staff assisting in other areas of the kitchen when required.

Health & Safety Policy

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Appraisal

The post holder will participate in the Hospice's appraisal process.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible.

Date: June 2018 (PB)

Person Specification : Cook

	Essential	Desirable
<p>Qualifications / Training</p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p>	<p>Reasonable literacy and numeracy.</p> <p>Basic Food Hygiene Cert.</p>	<p>Intermediate food hygiene</p> <p>Manual handling.</p> <p>Fire trained</p> <p>Up to date first aid certificate</p> <p>Health & safety trained</p> <p>Professional catering qualification</p>
<p>Experience</p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	<p>Previous work in similar environment eg. care home</p> <p>Must have good experience working in a busy kitchen and cope with working under pressure in a calm manner</p> <p>Home cooked food priority as working with healthy option menus</p> <p>A knowledge of different diets gluten free, diabetics, soft diets</p>	<p>Previous work in care homes, hospitals or similar environment.</p>
<p>Aptitudes & Attributes Required</p>	<p>Good team worker. Conscientious. Good interpersonal & communication skills.</p>	<p>Sympathy with the aims and work of the hospice.</p>
<p>Other requirements</p>	<p>Participation in the Hospice cooks training programme</p>	