



**Bicton Heath, Shrewsbury, SY3 8HS**

**Re : Cook – Shrewsbury**

Thank you for your request for further information for the above mentioned post This pack includes the following :

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

As you will be aware, this post will be offered subject to an Enhanced Disclosure provided by the Disclosure Barring Service

Having read the enclosed information, your completed application form should be returned to me at the address above, to arrive no later than **8<sup>th</sup> May 2021**.

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 Lewis**  
**HR Manager**  
Encs.

## Severn Hospice – Cook

### 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

Please note that, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record, and any offer of employment will be subject to an Enhanced Disclosure provided by the Disclosure Barring Service.

#### 4. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of up to 6 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 salary for this post is **£19,089 - £20,758 per annum pro rata** depending on experience. This is Band 3 under the Hospice's pay scale system. Salaries are paid monthly by credit transfer to a bank or building society account.

#### 6. HOURS OF WORK

You will be contracted to work 15 / 30 hours per week

#### 7. HOLIDAY

Holiday entitlement is 7 weeks per annum including bank holidays.

#### 8. PENSION

The Hospice is able to offer ex NHS staff continuity of membership\* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(\*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the 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.*

## EQUALITY AND DIVERSITY MONITORING FORM

Severn Hospice wants to meet the aims and commitments set out in its Equality and Diversity Policy. To assist the Hospice in meeting this aim, we need to monitor the equality and diversity profile of the workforce. We also need to ensure that we fully comply with the Equality Act 2010. The Act sets out 9 'protected characteristics' – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This form is voluntary and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted and appointed to each vacancy. Should you not wish to complete this form your application will not be prejudiced in any way.

**Please can you complete the form and mark the box with an 'x', where applicable. Please place in a sealed envelope separate to our application form.**

<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Position applied for:</b>	

Are you married or in a civil partnership?

<b>Yes</b>		<b>No</b>		<b>Prefer not to say</b>	
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### ETHNICITY

<b>White</b>	<b>British</b>	
	<b>Irish</b>	
	<b>Gypsy or Irish Traveller</b>	
	<b>Any other White background (please</b>	
<b>Mixed/ Multiple Ethnic Groups</b>	<b>White and Black Caribbean</b>	
	<b>White and Black African</b>	
	<b>White and Asian</b>	
	<b>Any other Mixed/multiple ethnic</b>	
<b>Asian or Asian British</b>	<b>Indian</b>	
	<b>Pakistani</b>	
	<b>Bangladeshi</b>	
	<b>Chinese</b>	
	<b>Any other Asian background (please</b>	
<b>Black/African/Caribbean/Black British</b>	<b>African</b>	
	<b>Caribbean</b>	
	<b>Any other Black background (please</b>	
<b>Other Ethnic Groups</b>	<b>Arab</b>	
	<b>Japanese</b>	
	<b>Any other ethnic group (please specify)</b>	
<b>Prefer not to say</b>		

## AGE

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Under 16		35-39		55-59	
16-24		40-44		60-64	
25-29		45-49		65+	
30-34		50-54		Prefer not to	

## RELIGION AND BELIEF

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Buddhist		Jewish	
Christian		Sikh	
Hindu		No religion or belief	
Muslim		Prefer not to say	

## GENDER

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Male		Female		Transgender		
					Prefer not to say	

## SEXUAL ORIENTATION

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Heterosexual		Lesbian		Gay		Bisexual			
								Prefer not to say	

## DISABILITY

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A disabled person is defined in the Equality Act 2010 as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day to day activities. Examples are: mobility, manual dexterity, speech, hearing, seeing and memory.

The definition also covers HIV, Multiple Sclerosis and Cancer from the time of diagnosis, and progressive conditions from the point at which they have an impact on day to day activities.

The Hospice will consider making such adjustments as are reasonable in compliance with the Equality Act 2010.

Having read this do you consider yourself to be covered by the definition?

Physical Impairment	Yes		No		Prefer not to say	
Mental Impairment	Yes		No		Prefer not to say	

## DECLARATION

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The information you provide on this form will be used in anonymised form for the Hospice to internally record and monitor its progress against a number of indicators of workforce equality.

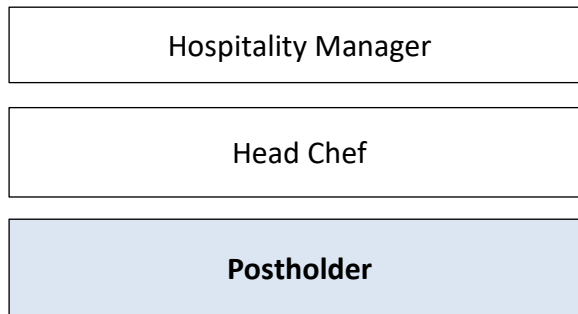
I agree to the use of my personal information as explained above

Signature:	Date:
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<b>Role</b>	Cook
<b>Salary</b>	£19,089 - £20,758 per annum pro rata depending
<b>Working hours</b>	15 / 30
<b>Reporting to</b>	Head Chef

**Position Within Severn Hospice**



**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. Cooking, Baking and supplying items to REFRESH.
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: April 2021 (KB)

**Person Specification : Cook**

	<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications / Training</b></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 &amp; safety trained</p> <p>Professional catering qualification</p>
<p><b>Experience</b></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 plus commercial catering experience .</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>Experience working in a commercial kitchen or school where a good level of knowledge and confidence in baking was needed</p>
<p><b>Aptitudes &amp; Attributes Required</b></p>	<p>Good team worker. Conscientious. Good interpersonal &amp; communication skills.</p>	<p>Sympathy with the aims and work of the hospice.</p>
<p><b>Other requirements</b></p>	<p>Participation in the Hospice cooks training programme</p>	