



APPLICATION PACK

HOSPICE COOK



Please contact us if you have any enquiries regarding the information enclosed in this application pack



Dove Cottage Day Hospice, Canal Lane, Stathern, LE14 4EX



@dovecottagedayhospice



www.dovecottage.org



01949 860303



DOVE COTTAGE DAY HOSPICE

Cook – Job Description

JOB TITLE: Cook

REPORTS TO: Clinical Lead

LOCATION: Dove Cottage Day Hospice, Canal Lane, Stathern, Melton Mowbray, LE14 4EX

HOURS OF WORK: 20 hours per week – Monday to Thursday, 9:00am – 2:00pm

SALARY: £13,219 per year (£12.71 per hour)

JOB PURPOSE

The post holder will be responsible for preparing fresh meals daily, that support the comfort and wellbeing of patients attending the Day Hospice. Meals may range from light lunches to occasional three-course meals, with an emphasis on nutritious, comforting home-style cooking that supports the comfort, wellbeing and quality of life of people living with life-limiting illnesses.

The Cook will work independently in managing the day-to-day running of the hospice kitchen while working alongside a small team of kitchen volunteers who may assist with meal preparation and kitchen duties.

The role will include menu planning, food ordering via an online ordering platform, stock management and maintaining a clean and safe kitchen environment in line with food safety, infection prevention and safety standards.

As a hospice setting, the Cook will be working in an environment supporting people living with life-limiting illnesses and should feel comfortable working within a compassionate healthcare environment.

Training will be provided and the Cook will receive ongoing support from the Clinical Lead and the Dove Cottage nursing team to ensure meals are prepared safely and in line with the hospice's high standards of patient safety, nutrition and person-centred care.

1. Kitchen Management

- Prepare fresh meals daily for patients attending the day hospice (typically up to 20 people per day).
- Plan and prepare meals ranging from light lunches to three-course meals.
- Plan a weekly menu that allows for adaptation to consider dietary requirements, allergies, patient preferences and cultural differences, with the support of the clinical team where specific medical dietary guidance is required.
- Order food and kitchen supplies via an online ordering platform.
- Maintain appropriate stock levels and ensure safe food storage and stock rotation.
- Maintain a clean, safe and organised kitchen environment.
- Work alongside and support a small team of kitchen volunteers, helping to create a welcoming and supportive kitchen environment within the hospice.

2. Food Safety and Hygiene

- Ensure all food preparation and kitchen practices comply with Food Hygiene Regulations and Food Standards Agency guidance.
- Maintain awareness of food allergens and ensure safe preparation practices are followed to minimise risk.
- Ensure safe handling, preparation and storage of food in accordance with infection prevention and control procedures.
- Maintain a clean and hygienic kitchen environment in line with Dove Cottage policies and procedures.
- Ensure food preparation practices support the safety, wellbeing and nutritional needs of patients attending the hospice.

3. Communication

- Maintain effective communication with volunteers assisting within the kitchen.
- Promptly report any concerns relating to food safety, equipment or kitchen safety.
- Work collaboratively with the Clinical Lead and nursing team to ensure meals provided support the dietary, nutritional and safety needs of patients attending the Day Hospice.

4. Education and Personal Development

- Undertake the hospice induction programme and competency training appropriate to the role.
- Complete mandatory training including food hygiene, allergen awareness and infection prevention training.
- Participate in ongoing learning and development to maintain safe kitchen practice and compliance.

GENERAL

All staff are subject to Equal Opportunities Legislation, the Data Protection Act and Dove Cottage confidentiality policies.

The post holder must comply with all relevant policies and procedures, including those relating to food safety, infection prevention, health and safety and safeguarding.

The post holder must ensure that food preparation practices support the safety, wellbeing and nutritional needs of patients attending the hospice in line with relevant regulatory standards.

All staff are required to take reasonable care for the health and safety of themselves and others who may be affected by their work.

The post holder is responsible for safeguarding the interests of adults who they come into contact with during their work and must report any concerns in line with safeguarding policies.

All staff should aim to contribute to the Dove Cottage Vision and Mission and always demonstrate the organisation's values and behaviors.

The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder.

Signed..... Date..... **Postholder**

Signed..... Date..... **Line Manager**



PERSON SPECIFICATION

POST:

POST: Cook	Essential Criteria	Desirable Criteria	How & when
Education / Qualification	Basic food hygiene knowledge or willingness to undertake Food Hygiene training. Willingness to complete mandatory training including food hygiene, allergen awareness and infection prevention training.	Food Hygiene Certificate or equivalent up to level 3. Allergen training certificate. Hospitality/catering qualification.	Application / Interview
Skills / Abilities	Ability to prepare home-style meals for groups (approximately 20 people). Ability to plan simple menus considering dietary needs and preferences. Ability to work independently and organise workload within a small kitchen environment. Ability to maintain a clean and safe kitchen environment. Ability to communicate effectively with colleagues and volunteers.	Demonstrate your ability to work reflexively in response to the daily changing needs of a group of individuals.	Application / Interview
Experience	Experience catering for groups of people in a personal or professional setting.	Experience in catering, hospitality, community or healthcare settings. Experience working alongside volunteers.	Application / Interview
Knowledge	Awareness of basic food safety and hygiene principles. Awareness of food allergens and safe food preparation practices.	Knowledge of catering for people with dietary or health-related needs. Knowledge of food safety standards and compliance.	Application / Interview
Motivation and personal attributes	Able to contribute to Dove Cottage's values and behaviours. Able to work on own initiative. Team player. Empathic and compassionate. Reliable and organised. Willingness to learn and develop new skills.	A keen interest in undertaking additional training to learn how meeting the nutritional needs of palliative patients can positively impact their physical and emotional wellbeing and how you can contribute to this.	Application / Interview

OUR VISION & MISSION



OUR VISION

To maximise the quality of life for those living with a life-limiting condition requiring palliative care within our local community. To deliver a service that is accessible, that shows compassion, is dignified, gives care to those families in need and offers respite for carers.



OUR MISSION

We aim to deliver high quality holistic care through a range of services, including nursing care, the provision of information, physical, psychological, and emotional support, therapeutic and diversional therapies. Through such activities we hope to maximise independence and promote confidence and self-esteem. Our services help to reduce social isolation and loneliness, give people a sense of belonging, community inclusion and improve wellbeing.

We aim to offer a support system and valuable respite care to families during the patient's illness and in their bereavement. We work in partnership with other care providers to ensure that the needs of the family are met to the highest level possible.

We are committed to compliance with all relevant regulatory standards, we uphold transparency and advocate for good stewardship. Our dedication extends to the sustainability and continual enhancement of our services, ensuring they remain attuned to the evolving needs of our local community.



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OUR VALUES



OUR VALUES

Our core values are:

Caring

Above and beyond

Respect

Integrity

Nurturing

Giving

*"You matter because you are you and you matter to the end of your life.
We will do all we can, not only to help you die peacefully but also to live until you die"*

(Dame Cicely Saunders, founder of the hospice movement)



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