



NATIONAL REHABILITATION HOSPITAL

Head Chef (Permanent, Full time)

1. The appointment is whole time, permanent and pensionable.
2. **Salary**
Remuneration is in accordance with the Executive Chef Salary scale approved by the Department of Health and Children Current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The normal hours of work associated with the post are 39 hours per week usually discharged between the hours of 6.30am to 8.30pm on a Monday to Sunday basis. The roster week is 5/7 days. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 70 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

7. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on several factors such as grade, years of service and whole-time equivalency.

8. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

9. Termination of office

The employment may be terminated at any time by two months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

10. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-verify employees at any future point, as deemed appropriate by Hospital Management.

11. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

12. Hygiene

During employment staff are required to ensure that the hospital's hygiene and infection control policies are always adhered to. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection. The standard also ensures compliance with food safety regulations

13. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

14. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested if appropriate arrangements must be put in place during one's employment and will be stored in compliance with Data Protection Legislation.

15. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

16. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a

contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



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Person Specification

Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- Have obtained the London City & Guilds Examination no. 706/1 & no.706/2 /NCCB or equivalent
- A course in Implementing Hazard Analysis (HACCP) of a duration not less than 21 hours
- Health & Safety Course
- A Supervisory Management programme
- Food Cost Control course

Experience

- Have at least five years satisfactory experience working in a kitchen at supervisory/senior level where duties combined food preparation, cooking, menu planning and stock control, food service

Core Competencies

- Outstanding cooking skills and real creativity when it comes to food showing a deep understanding of ingredients and fresh produce and an ability to create menus which are innovative
- The capacity to work under pressure.
- Excellent leadership and management skills and the ability to work within and lead a team,
- A good communicator
- The ability to delegate tasks.
- Good computer skills



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Job Description

Title:	Head Chef
Purpose of the Position:	The effective management of relevant activities of the catering department and ensure the highest standard of food quality and service to patients and clients to the hospital.
Accountable to:	Catering Manager/Deputies
Liaison / Communication:	The proper performance of these duties will require a high degree of liaison and communication with the catering & assistant managers and staff throughout the catering department in the course of normal duties and responsibilities. The post holder will also be required to communicate to other hospital staff and patients in the course of their work.



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Job Description

Overview of the Role:

- Assist and provide support to all members of the catering department to ensure a professional, efficient, friendly service which operates as cost effectively as possible.
- Ensure that the provision of the highest standard and best practice in food preparation and hygiene always operates in the catering department.
- To carry out the policies and procedures of the hospital to best practice guidelines.
- To identify and promote ways of raising the quality of service to patients, staff and visitors.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

Specific Accountability

- To have overall responsibility for the kitchen's daily operations
- To assume responsibility for the preparation, production of food and service of food on site to ensure food safety, legality and quality standards are maintained
- To maintain a high standard of hygiene both operational and personal
- To communicate effectively with all catering staff, hospital staff, patients and visitors.

- Prepare staff rotas which will provide adequate cover in the most effective manner and in accordance with service requirements and in line with budgetary allocations.
- To assume responsibility for the management of the Catering Department in the absence of Catering Manager/Deputies.

General Accountability

- Maintain a high level of service and hygiene standards in accordance with food safety legislation, best practice and hospital policy
- Be flexible in moving through out the catering department.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health, Safety & Welfare at Work Act 2005 and best practice.
- Being responsible for the day to day security of the work area with awareness of fire regulations, safety of equipment and security arrangements.
- Keeping up to date with all relevant mandatory training for the department and yourself.

Operation Duties

Administration

- Management of all documents and records relevant to the kitchen and catering dept
- Complete the staff roster for the kitchen staff ensuring staff are rostered fairly and know their roster in advance
- Sit on panels for the interviewing and hiring of new staff
- Monitoring and controlling stock levels and ensuring a regular stock/date check is conducted
- Liaising with relevant companies for the purchasing of perishable and non-perishable foods and sundries within the catering department budget and having an awareness of site stock levels
- Work on new product development (NPD)
- To be up to date with FIC Regulation 1169/2011 for allergens, nutritional information and menu requirements
- Verify food safety records if required
- Complete food sampling for external laboratory in time to meet the designated schedule
- Deal with customer feedback – negative and positive and inform the relevant persons ensuring close out of any concerns with patients/manager.
- Ensure the most effective and efficient level of use of all resources e.g. labour, stock, material, equipment etc.
- Support the use of all new technology and equipment.

- Keep abreast of current developments and practices in hospital catering and be aware of changes in relevant legislation.
- Be familiar with and adhere to Hospital Policies and Procedures especially in relation to fire and major accident procedures.
- To adhere to the requirements of appropriate legislation including the Safety Health and Welfare at Work Act.
- Maintain security in so far as it is possible and advisable, in the situation, for both colleagues and hospital property.
- Foster good staff relations and team spirit in accordance with Hospital policy.
- Ensure staff carry out duties correctly and to a high standard and conduct staff appraisals as required
- Be involved in staff training and schedule staff so mandatory and CPD training can be achieved by all staff.

Food Safety & Quality

- To sit as part of the food safety team and work to maintain and enhance standards in accordance with legislation and best practice
- To liaise with the Regulatory Authorities and external auditors and follow up on reports ensuring a prompt close out of non-conformances
- To ensure work practices of all staff in the department complies with food safety legislation and best practice
- To apply the quality criteria of color taste, texture, flavor, temperature, portion size and presentation to all meals prepared on site and bought in
- Ensure goods are received, decanted and stored in accordance with HACCP regulations.
- To ensure equipment is working correctly and meets the requirements to maintain food at the correct temperatures
- Assist with food service and ensure highest standard of customer service is achieved, monitored and maintained.
- To be involved in special functions and hospitality as required,

Self-Development

The post holder is expected to:

- Maintain and update own knowledge and keep abreast of new developments, procedures and policies.
- Take responsibility for own learning and development. Participate in Mandatory Training and other training as identified by the Hospital for the proper performance of duties of the post.
- Participate with the established Hospital's Annual Competency Assessment and review process.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate. *The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.*

This Job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post-holder.

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____