



## **CHEF GRADE II**

### **Permanent/Full time**

1. The appointment is permanent/full time and pensionable.
2. **Salary**  
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.
3. **Superannuation**  
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
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 6.00am to 8.30pm on a Monday to Sunday basis. 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 65 years of age on the 1<sup>st</sup> 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**

While 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.

### **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. HR Department Privacy / GDPR Policy**

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 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.



# **CHEF GRADE II**

## **Permanent/Full time**

### **Job Description**

#### **1. Qualifications**

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

- A management course in food hygiene and HACCP
- Have obtained the London City & Guilds Examination no. 706/1 & no.706/2 /NCCBor such equivalent qualifications as may have been approved by the Minister for health from time to time.
- Previous experience as a qualified Chef is essential.

#### **2. 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 because 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.

#### **3. Character**

Candidates for and any person holding the office must be of good character.



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### **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 and efficiently 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 of the hospital
- To identify and promote ways of raising the quality of service to patients, staff, and visitors

### **Job Description**

<b>Title:</b>	<b>Chef Grade 2</b>
<b>Purpose of the Position:</b>	<b>To provide catering in the hospital for patients, personnel, &amp; visitors. To provide an efficient and courteous service to the patients, staff, and visitors in accordance with Polices and legislation</b>
<b>Accountable to:</b>	<b>Catering Manager /Deputies Head Chef</b>
<b>Liaison / Communication:</b>	<b>The proper performance of these duties will require a high degree of liaison and communication with the Head chef, catering manager &amp; assistant managers and staff throughout the catering department in the course of normal duties and responsibilities.</b>



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### **Job Description**

#### **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

##### **General Accountability**

- Maintain throughout the catering department a high level of service and hygiene standards in accordance with HACCP guidelines and hospital policy
- Be responsible for knowing their duties and the policies of the hospital.
- Be flexible in moving throughout the catering department.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day-to-day security of the work area to which assigned, with awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.

##### **Specific Accountability**

- To assume responsibility for the preparation, production, & presentation of food in the catering department to the highest level.
- To always maintain a high standard of hygiene.
- To adhere to legal guidelines of allergen & food safety law's

## **Outline of Duties and Responsibilities**

- Assume responsibility for the preparation, cooking, presentation, & distribution of food in the catering department.
- Requisitioning of foodstuffs and materials as required.
- Preparation of both raw and cooked food
- Present food in an appealing fashion
- Cooking of food in accordance with HACCP requirements
- Portioning and packing of both raw and cooked food
- Rotation and allocation of foodstuffs
- Labelling, chilling, and storage of food
- Regeneration and services of food
- Ensure that all relevant documentation is completed clearly and accurately.
- Ensure that you maintain the cleanliness and good order of your area of assignment and associated areas to the highest possible standard
- Ensure efficient and economical use of materials and equipment
- To adhere to specifications, standards, and procedures while at work
- To practice all hygiene, cook-chill and health and safety procedures including HACCP
- To report mechanical defects and needs for repairs
- To take all necessary steps to ensure the maximum security of your area of assignment and all equipment and supplies contained therein.
- Aid and advice to staff in display/plating and service areas on portion size
- To attend all relevant training courses when required
- To assist with special functions as required
- Checking, portioning, and serving of meals at all service points throughout the hospital, kitchen, cafeteria and wards for quality, quantity and presentation to staff and patients
- Operating of computer system including stock control
- To report and document to management immediately any accidents, fire, stock loss, damage, unfit food and take such action as may be appropriate and document if necessary.
- Any other duties relevant to the post as may be allocated by the Head Chef, Senior Chef, or the Catering Officer.
- To be involved with management in the hospital allergen policy.

## **SELF-DEVELOPMENT**

*Reviewed on 04/10/2021*

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 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 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:* \_\_\_\_\_