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**Chef, Grade II**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Chef, Grade II** |
| **Campaign Reference** | **P1125** |
| **Closing Date** | Thursday 24th June 2021, at 12pm  |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one weeks’ notice of interview. The timescale may be reduced in exceptional circumstances.  |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | **Catering Department, Portiuncula University Hospital, Ballinasloe, Co. Galway****Saolta Health Care Group** There is currently one permanent, whole-time vacancy available in the Catering Department, Portiuncula University Hospital, Ballinasloe, Co. Galway.A panel may be formed as a result of this campaign for **Saolta University Health Care Group** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. **Informal Enquiries**Patricia O Donoghue, Catering Manager **Email:** patricia.odonoghue2@hse.ie**Tel:** (090) 9624525 |
| **Details of Service** | The Catering Department is responsible for the preparation, cooking and service of food for all patients and staff in Portiuncula University Hospital. The Catering Department at Portiuncula University Hospital caters for over 200 patients daily including main meals and snacks. All food is cooked and served fresh every day. The Catering Department caters for large numbers of staff on a daily basis in the staff canteen, serving breakfast, lunch, and supper. A catering service is also provided for working meetings, training courses, and functions. The kitchen is fully Hazard Analysis Critical Control Point (HACCP) compliant. Saolta University Health Care Group is one of six new hospital groups announced by the then Minister for Health, Dr. James Reilly TD in May, 2013, as part of a re-organisation of public hospitals into more efficient and accountable hospital groups that will deliver improved outcomes for patient. The Saolta University Health Care Group comprises of 7 hospitals:* Letterkenny University Hospital
* Sligo University Hospital
* Mayo University Hospital
* Roscommon University Hospital
* Portiuncula University Hospital, Ballinasloe
* Merlin Park University Hospital Galway
* University Hospital Galway

The objectives of the groups are to:* Achieve the highest standard of quality and uniformity in care across the group
* Deliver cost effective hospital care in a timely and sustainable manner
* Encourage and support clinical and managerial leaders
* Ensure high standards of governance, both clinical and corporate and recruit and retain high quality nurses, NCHDs, consultants, allied health professionals and administrators in all our hospitals.

 There is an evolving Group governance structure with 4 Clinical Directorates which manage the clinical specialities across each site:* Medicine
* Perioperative
* Diagnostics
* Women and Children’s

Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency.The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national clinical care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators (KPIs).**Vision**The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector.  Over time, the Group will deliver:* Higher quality service
* More consistent standards of care
* More consistent access to care
* Stronger leadership
* Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda

Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.**OUR VISION STATEMENT**Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.**OUR GUIDING VALUES****Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.**Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfill their potential. **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. **Team-working** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.*These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.*  |
| **Reporting Relationship** | The post holder will report to the Catering Manager. Senior Chef ,Chef 1  |
| **Purpose of the Post**  | * To assist with the preparation and service of meals to the hospital at the required time in accordance with the hospital and statutory standards.
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| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree.
* Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of role and you will be required **to** participate in the Groups performance management programme.

**General Duties***The Chef 2, will be involved in:** Preparation of both raw and cooked food.
* Cooking food.
* 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.
* Record-keeping.
* Maintaining to the highest possible standard the cleanliness and good order of their area of assignment and associated areas in line with hospital and HSE policy.
* Efficient and economical use of materials and equipment.
* Adhering to specifications, standards and procedures while at work.
* Practicing all hygiene, cook-chill, fresh cook and health and safety procedures, including HACCP.
* Reporting mechanical defects and need for repairs.
* Awareness of provision of dietary meals.
* Awareness of allergens
* Preparation of modified meals.
* Taking all necessary steps to ensure the maximum security of their area of assignment and all equipment and supplies contained therein.
* Reporting to management immediately any accidents, fire, stock loss, damage, unfit food and take such action as may be appropriate.
* Checking quality of goods received as per specification.
* Assisting with special functions as required.
* Attending training courses when required.
* Providing assistance in packing & plating areas,ensuring quality,quatity and astetic presentation of food
* Indenting / stocktaking for kitchen supplies as required.
* Operating computer system and remaining aware of modern developments in the industry.
* Hours of duty vary according to roster but service is required 365 days per year and roster is on a 5/7 basis.
* Any other duties relevant to the post as may be allocated by Catering Management. **Health and Safety**

*The Chef 2 will be involved in:* Health and safety in the kitchen including:* Reporting if equipments is out working order.
* Partaking of all required training .
* Ensuring that you practice good health and safety procedures.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
* Support, promote and actively participates in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

This is not a comprehensive list of all duties and consequently, the post holder may be required to perform duties as appropriate to the development of your skill and of the post. **Training Needs**  *Participate in all training as required in the post & updating training as required ie:**Hand Hygiene* *HACCP training**Manual Handling training**Modified Meal Training* *Dietary Meals training* *Allergen Training**General Hygiene Training**Fire training* *Health & Safety Training* *Infection control training* *All other training as identified by Management* **HACCP** *The Chef, will be involved in:** Ensure full compliance of the HACCP system within the kitchen.
* Ensure that any new developments are implemented.

**KPIs*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS*** Employees must attend fire lectures periodically and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Hospitals Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the responsibility of the post holder to be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | ***Candidates must, on the latest date for receipt of applications for the post:*** 1. Be of good character
2. Be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service
3. Have obtained the London City & Guilds Examination No.706/1 & No.706/2/NCCB or equivalent qualifications as may be approved by the Minister for Health from time to time

**Professional Qualifications, Experience, etc**(a) Eligible applicants will be those who on the closing date for the competition:(i) Have obtained a Professional Cookery award at minimum Level 6 onNational Framework of Qualifications (NFQ) or equivalent maintainedby the Quality and Qualifications Ireland (QQI).**Or**(ii) Have obtained an equivalent qualification to (i) from another jurisdiction.**Or**(iii) Be currently employed as a Chef in the Irish Health Service.**And*** Candidates must possess the requisite knowledge and ability, including a high

standard of suitability and have at least three years’ satisfactory experience in cooking for an institution or other establishment, catering for a large number of persons.**Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character.**Age**Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| **Post Specific Requirements** | **The appointee must have the following recommended courses**:* Food Hygiene Course

If the successful candidate has not completed these courses, he/she will be required to do so and the necessary training will be provided. |
| **Other requirements specific to the post** | * Flexibility of working hours
* Adhere to appropriate dress code
* Ability to adapt to new innovations
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| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:*****Planning & Organising** * Demonstrate evidence of effective planning and organising skills
* Demonstrate effective resource and time management skills

 **Leadership skills & Teamwork** * Demonstrate the ability to work as part of a multi-disciplinary team
* Demonstrate effective leadership and team skills
* Demonstrate motivation and an innovative approach to job and service developments
* The ability to work independently as well as part of a team

**Commitment to Providing a Quality Service*** A strong commitment to maintaining work standards and delivering a quality service to service users
* An understanding of the importance of value for money whilst maintaining a high standard of service
* Confidentiality awareness

**Problem Solving & Decision Making** * Demonstrate the ability to solve problems and make decisions in a timely manner

**Knowledge & Professional Knowledge*** An understanding of catering in the healthcare environment
* Commitment to continuous professional development

**Communication & Interpersonal skills*** Demonstrate effective communicant and interpersonal skills
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, information for candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |