

SUMMARY OF TERMS OF EMPLOYMENT – CHEF/COOK

SALARY:	Annual salary - £27,010 Shift enhancements of 60% on Bank Holidays
PENSION:	You will be auto enrolled into the Hospice Group Personal Pension Scheme provided by Scottish Widows subject to eligibility criteria. The minimum employee contribution will be 5% and the employer contribution will be 3%. If you have been a member of the NHS pension scheme and made contributions in the last 12 months, we may be able to transfer your membership (subject to eligibility criteria).
HOLIDAY:	6.6 weeks (including bank holidays); rising to 7 weeks after 5 years and 7.6 weeks after 10 years.
SICK PAY:	We offer an Occupational Sick Pay scheme, as follows: <ul style="list-style-type: none"> • During the first 12 months' of service – 2 weeks' full pay & 2 weeks' half pay • 1 years' service to 3 years' service – 3 weeks' full pay and 3 weeks' half pay • 3 years' service to 5 years' service – 6 weeks' full pay and 6 weeks' half pay • 5 years' service to 10 years' service – 9 weeks' full pay and 9 weeks' half pay • Over 10 years' service – 12 weeks' full pay and 12 weeks' half pay
OTHER BENEFITS:	<ul style="list-style-type: none"> • Employee Assistance Programme offering 24-hour confidential counselling, advice and support • Healthcare discount scheme • Opportunities for challenge events & fundraising • Staff social activities • Family-friendly benefits • Free parking (onsite or nearby) • Subsidised bus travel with First Bus Commuter Travel Club • Cycle to work scheme
LOCATION:	Uphill, Weston-super-Mare
HOURS:	37.5 hours per week. The hospice operates 365 days per year and our kitchen is open daily 8am – 6pm. You will be required to work a shift pattern 5 out of 7 days on a rota basis and include weekend / bank holiday working. Additional hours may be required from time to time to cover planned and unplanned absence for which overtime or time off in lieu will be agreed.
PROBATIONARY PERIOD:	This post is subject to a six month probationary period.

NOTICE PERIOD:	During probationary period you will be entitled to receive, and required to give at least one weeks' written notice of termination. After successful completion of the probationary period you are entitled to receive, and required to give, at least one months' notice of termination, which must be in writing.
DISCLOSURE & BARRING SERVICE ("DBS"):	Appointment to this role is subject to a satisfactory Standard DBS check.