

COOK



JOB DESCRIPTION

RESPONSIBLE TO: Catering Manager

POST TITLE: Cook

HOURS: 30 Hours Per Week { more hours are available }

SALARY SCALE: NJC Points 3-4 (£22,737 to £23,114 pro rata)

JOB PURPOSE:

To assist the Catering Manager in all activities concerned with the preparation and cooking of meals.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.

MAIN DUTIES AND RESPONSIBILITIES:

1. Skilled cooking activities connected with the full range of meals (for example, assist with the preparation of menus, portion control, the provision of special dietary meals and function catering where appropriate).
2. To assist with:
 - (a) Record keeping,
 - (b) Control of hygiene, health and safety in the kitchen including recording of temperatures.
 - (c) The direction and/or supervision of other employees.
3. To undertake operational control of service points.
4. Associated administrative duties as required which may include assistance with:
 - (a) The planning of meals.
 - (b) Stocktaking, including the organisation of stores and fridges and receipt of deliveries.
 - (c) General kitchen management in the absence of the Catering Manager.
 - (d) Shared supervision of other employees.
 - (e) Training of staff.

- (f) Cash handling duties where appropriate.
- 5. General kitchen duties as required which may include washing up, setting up and clearing away equipment and tables, cleaning of the kitchen and equipment.
- 6. Assist in the promotion of the service to parents, principals and customers to increase the uptake.
- 7. Securing premises as required.
- 8. Duties as delegated in connection with service provision.

GENERAL CONDITIONS

- 1. All duties must be carried out to comply with:
 - (a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - (b) Codes of Practices.
- 2. All duties will be carried out in the working conditions normally inherent in the particular job.
- 3. All necessary administration must be completed as required.
- 4. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.