



### Job Description – Part Time Cook

<b>Job Title:</b>	Part Time Cook
<b>Reports To:</b>	Head Cook & Team Leader / Manager
<b>Location:</b>	Coffee and Clay, 14 High Street, Skipton, BD23 1JZ

#### Job Purpose

This role is to cover the 2 days our main cook has her days off in the week. **(This role could be combined with the opportunity to work more days as a front of house team member if more hours are required).**

The post holder is required to work in the kitchen without supervision. Full induction and training will be given for the role by our cook. The main duty is to prepare cafe food to order; whilst ensuring high standards and prompt delivery. Also whilst adhering to food hygiene and other company policies.

#### Duties and Responsibilities

Responsible to: **the Head Cook & Team Leader / Manager**

#### Catering Provision:

- Prepare, cook, and present well-balanced meals to the highest quality incorporating dietary needs as required by customers
- Cook meals, including “to order” taking into account cost, presentation and preparation time.
- Work with the Head Cook to develop menu, catering for all dietary requirements
- Support the Head Cook with any inspections undertaken by Environmental Health Inspectors ensuring we meet the Health & Hygiene requirements
- Supervision of the kitchen
- Maintain accurate stock records for all provisions
- Ordering stock from suppliers taking into account the need to obtain best value
- Assisting with the cleaning of all areas
- Support the Head Cook and team in effective control of catering revenue and expenditure

**Health and Safety:**

- Adherence to all procedures related to Health and Safety and COSHH regulations regarding food storage, preparation, equipment, materials, and general safety
- Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies
- Ensure all equipment used is well maintained, in good working order and to log any defects and report the Head Cook as required
- Ensures a duty of care for all service users
- Ensuring that staff are observant of hygiene controls at all times.
- Maintain high standards of cleanliness, personal hygiene, and appearance at all times

**Team working:**

- Provide training and instruction to companions on the safe handling and preparation of food.
- Supervision of young people making use of the kitchen
- Willingness to undertake personal professional development as required
- Promote teamwork and motivate staff to ensure effective working relations and communication.

**Other Duties:**

- Willingness to work flexibly including out of hours
- Attend meetings and actively contribute to the overall company success of Coffee and Clay.
- Perform any other tasks or duties deemed necessary by the Head Cook.

# Person Specification

Essential	Desirable
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• A minimum 1 years' experience of working within a catering environment, cooking wholesome home cooked meals.</li> <li>• Good interpersonal skills</li> <li>• Experience in working in fast paced environment with a strong attention to detail!</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with and relating to a diverse range of people</li> </ul>
<b>Education / Professional Certification</b>	
<ul style="list-style-type: none"> <li>• Level 2 food safety, training can be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Food Preparation/Catering qualification</li> <li>• Level 3 food safety</li> <li>• Level 2 allergen awareness</li> <li>• First Aid Certified</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Knowledge of current food legislation in regard to food hygiene and health and safety in the workplace.</li> <li>• Able to prepare, cook and present food to meet quality, cost and to health and safety standards.</li> <li>• Clean &amp; Tidy – clean-as-you-go skills. Ability to quickly prepare for the next day cleaning down &amp; ensuring the kitchen is always kept clean and tidy.</li> </ul>	<p>Good understanding of young people and ability to communicate with them.</p>
<b>Knowledge and Commitment</b>	
<ul style="list-style-type: none"> <li>• Use of commercial catering equipment (Microwaves, Grill, etc)</li> <li>• Use of cooking appliances</li> <li>• Able to follow Codes of Practice. (Health &amp; Safety and Hygiene Practices).</li> </ul>	<p>Knowledge of risk assessment interpretation.</p>
<b>Personal Characteristics</b>	
<ul style="list-style-type: none"> <li>• Effective team player, with the ability to lead, work and delegate</li> <li>• Self disciplined</li> <li>• Ability and willingness to work with and alongside companions, staff</li> <li>• Empathetic and understanding of a wide range of needs and experiences</li> <li>• Awareness and acceptance of own limitations</li> <li>• Commitment to environmental sustainability and social development</li> <li>• Awareness, understanding and compliance to Equal Opportunities</li> <li>• Capable of working unsupervised</li> <li>• Understanding of professional boundaries</li> </ul>	