

## Job Description

<b>Post:</b>	Cook
<b>Scale</b>	Based on OP5 [ <i>£9.50 per hour as at July 2018</i> ]
<b>Base:</b>	Carnegie Café and other places for outside catering as required.

### ORGANISATIONAL

- Comply with current Food Safety legislation
- Ensure compliance with all health and safety policies and procedures
- Ensure safe use of equipment and materials
- Operate everyday equipment in accordance with instructions
- Make daily quality and safety checks on equipment
- Monitor and manage stock and supplies, cataloguing as required and ensure their hygienic storage in accordance with domestic and catering standards
- Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards
- Develop contact with the suppliers of food and cleaning materials
- Maintenance of specialist equipment, check for quality and safety and report other damage
- Demonstrate and assist others in safe and effective use of specialist equipment and materials
- Direct other staff in cooking activities
- Organise cooking routines to comply with specified standard
- Train new staff in Health, Safety and food hygiene issues as appropriate
- Ensure effective portion control and minimise wastage
- Design menus and calculate costings
- Supervise and direct other staff including allocation of duties and work rotas
- Ensure the security of the kitchen, associated stores and surrounds

### OPERATIONAL

- Present food in a way that is attractive

- Supervise the preparation of ingredients for meals
- Organise and supervise food service, to include transportation of meals if required
- Undertake skilled cooking activities connected to a full range of menu provision
- Decant and or serve food for transportation if required
- Oversee the preparation of menus
- Ensure that clean and dirty processes are kept separate
- Ensure that cooked and raw foods are kept separate during the preparation, cooking and serving process
- Operate tills and check the float if required

## **RESOURCES**

- Ensure the maintenance of a clean and orderly working environment
- Prepare routine equipment in a timely and accurate manner as set out in the instructions
- Order and record all ingredients used and take stock
- Refill and replace consumables
- Undertake basic record keeping as directed
- Report faulty equipment and other maintenance requirements to the appropriate person
- Ensure that lights and other equipment are switched off as appropriate
- Comply with security arrangements, i.e. securing entrances and exits as appropriate and reporting potential security breaches
- Actively promote the cafe service
- Obtain materials by local purchase ensuring cost and quality standards are met

## **RESPONSIBILITIES**

- Manage kitchen staff including the replacement cover for staff on sick leave, training etc in accordance with the procedure
- Ensure that all meals and drinks served comply with current legislation or guidelines
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Ensure that the minimum amounts (as specified) of local and organic produce are utilised
- Ensure that catering staff are fully trained to deliver the required service