

Job Description – HRH P/T Cook

Name of employee.....

Job Title: (HRH) P/T Cook (working up to 25 hours a week on Monday to Friday)

Rate of pay: £13.15

Overall Description:

To be responsible for the preparation of meals and snacks in our community café. This will require the preparation of meals, which will be served both on and offsite to other locations. Some experience in preparing meals for older people and a nursery will be desirable. You must be able to work alone, but may be assisted by a catering assistant.

Please note that this post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974. HRH is committed to safeguarding children and vulnerable adults so all applicants will be subject to HRH’s safer recruitment process.

Reporting to: HRH Director or in his absence the Café supervisor.

Responsible for: Will be responsible for managing an assistant cook and volunteers in the kitchen.

Main Duties and Responsibilities:

1. To be responsible for all aspects of food preparation including prepping, cooking and serving of meals.
2. Ensure that food is prepared to a professional standard.
3. Assist the café supervisor with the advance preparation of menus and have a system in place to ensure that food costs are in line with the budget.
4. Will be responsible for preparing all the meals and snacks for the Café and other locations, including our community HAF project. This may require a change in the time you start and finish work.
5. Ensure that stock levels are maintained and that supplies are purchased as and when required and from a recognised source, to assist traceability.
6. Will be responsible for setting-up and working through the Safer Food Better Business pack (SFBB)

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7. Will be responsible for undertaking all opening and closing checks in the kitchen. If you decide to delegate this task or any part of it to the assistant cook, it will be your responsibility to ensure that the tasks are not missed.
8. To ensure that the SFBB pack is updated on a daily basis.
9. Ensure that the assistant cook and volunteers in your charge receive regular supervision and that you record any training they have received and assist with their training needs.
10. You will be required to update your training on basic food hygiene annually, this will be completed by the use of HRH's online training procedure.
11. Work with the café supervisor to ensure you have sufficient staff or volunteers to prepare the meals.
12. Be responsible for cleaning all the pots, pans, cutlery and all areas used.
13. Help the café supervisor if necessary maintain the café area, this may require the clearing away of tables, chairs and other equipment.
14. Will be required to ensure that all aspects of your work in the kitchen complies with The Food Safety Act 1990 (as amended). In particular areas such as Food Hygiene, equipment cleaning, meals preparation and training, will be given particular attention.
15. Ensure that HRH equipment and furniture are cleaned and stored away where appropriate.
16. Be prepared to undertake training as required.
17. Assist the café supervisor with other duties relating to the cafe service.
18. Be required to wear protective clothing.
19. As and when required to attend and participate in staff meetings.
20. To attend and assist in all HRH fundraising events as required by the director.
21. Work as part of a team contributing to the smooth and effective running of HRH.

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Other

1. To undertake any other duties consummate with the grade as required from time to time by the director or others delegated by the director.
2. To carry out the Equal Opportunity objectives and policies of HRH.

Please sign that you agree to the above:

Signed:.....

Print name:.....

Date:.....