**COGGES HERITAGE ENTERPRISES**

JOB DESCRIPTION

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| Job title: | **Cook** |
| Hours of work: | Up to 37.5 hours per week.  Weekend working is required, shifts generally 08:00 – 16:30 |
| Salary: | £9/hour for those over 23 years of age.  National Living Wage applies to those under 23 years of age |
| Reports to: | Café Manager |
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| Job purpose: | Providing good quality food by cooking and baking in the Cogges Kitchen Café |

**Key tasks**

1. Assisting the Café Manager with cooking and baking to provide good quality food for the Cogges Kitchen Cafe
2. Taking responsibility for all aspects of kitchen cleanliness, ensuring that we maintain the highest possible standard of hygiene at all times.
3. When the Café Manager is away from site, the Cook will be required to take full responsibility for the operation of the kitchen. On occasion, the Cook may be asked to take responsibility for our Café operation as a whole.
4. Ensuring that all food stock is correctly monitored and accounted for, assisting with regular stock-taking.
5. Keeping all required kitchen records, e.g. regular freezer temperature checks.
6. Opening up and closing down the café when required to do so.
7. Taking all reasonable steps to ensure the health, safety and welfare of yourself, other staff and volunteers, in accordance with the Cogges Health & Safety policy and statutory requirements.

PERSON SPECIFICATION

**Cook**

To apply, it is essential you meet the following criteria:

* Able to demonstrate previous experience of cooking and baking within a cafe environment (or similar) for a minimum of 2 years.
* Able to demonstrate a strong understanding of kitchen cleanliness, e.g. through holding a Level 2 Food Hygiene Certificate.
* Able to demonstrate a strong interest in using locally sourced and seasonal produce.