

## **COGGES HERITAGE ENTERPRISES**

### **JOB DESCRIPTION**

Job title:	<b>P/T Cook</b>
Hours of work:	Fixed term to 31/12/2022, 0-37.5 hours per week (zero hours contract) Weekend working is required, shifts generally 08:00 – 16:30, plus ad-hoc weekdays, occasional evenings and holiday/sickness cover
Salary:	£10.50/hour for those over 23 years of age. National Living Wage applies to those under 23 years of age
Reports to:	Chef/Manager

### **Key tasks**

1. Assisting the Chef/Manager with cooking, baking and preparation of short-order menu items of quality for the Cogges Kitchen Café, plus occasional catering of events.
2. Taking responsibility for all aspects of kitchen cleanliness, ensuring the highest possible standard of hygiene and food safety at all times.
3. When the Chef/Manager is away from site, the Cook will take full responsibility for the operation of the kitchen. On occasion, the Cook may be asked to take responsibility for the café operation and supervise front-of-house staff.
4. Placing orders with approved suppliers.
5. Ensuring that all food stock is correctly monitored and accounted for, assisting with regular stock-taking.
6. Keeping all required kitchen records, eg. regular fridge and freezer temperature and other checks.
7. Opening up and closing down the café when required to do so.
8. 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:

- At least two years' experience of cooking, baking and food preparation in a short-order restaurant/cafe environment (desirable) or an experienced cook/caterer who's flexible and quick to learn.
- Able to demonstrate a strong understanding of kitchen cleanliness and food safety, holding a recognised Food Hygiene Certificate (minimum level 1, desirable level 2 or prepared to qualify at level 2 within the first week of employment).
- An interest in using locally sourced, seasonal produce and able to assist the Chef/Manager in devising dishes, baked products and menu development.
- A clear understanding of allergens, the importance of food labelling and stock rotation
- Have a high standard of personal hygiene.
- A team player, punctual and reliable, with a flexible approach to tasks undertaken in the kitchen or front of house.