

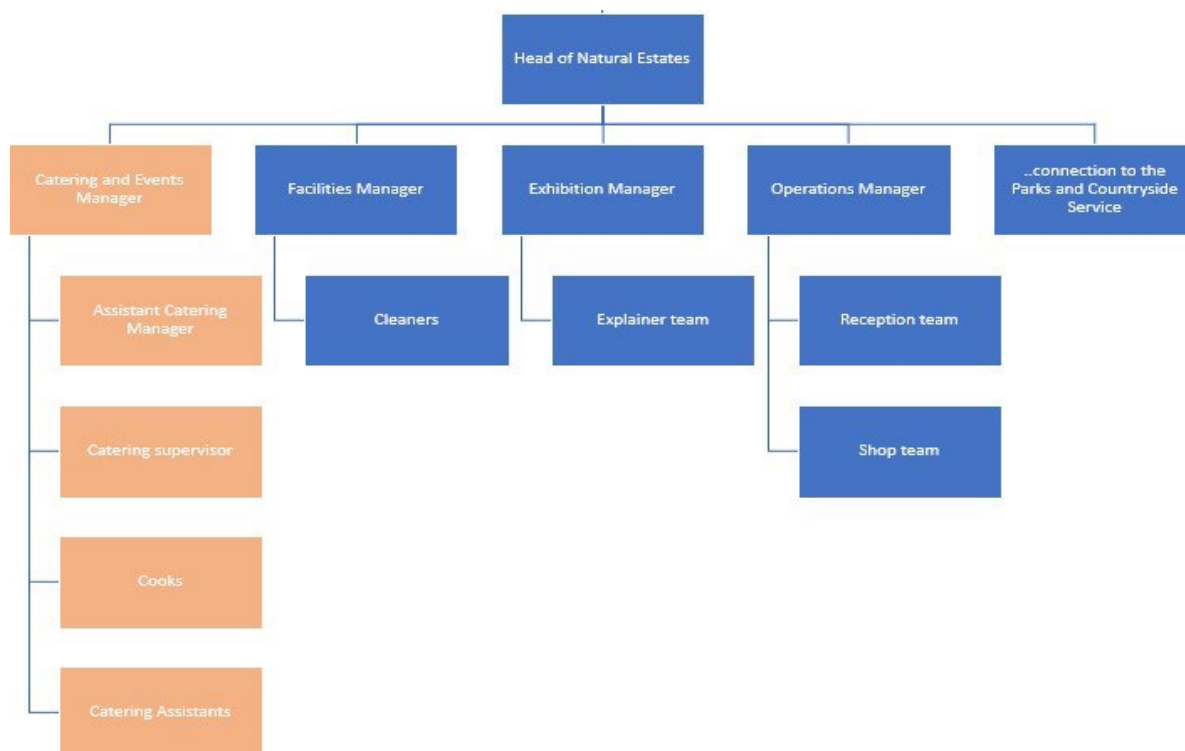
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Woodlarks Café Cook (32 Hours p/w)</b>		
<b>Directorate:</b>	<b>Place</b>	<b>Salary:</b>	<b>FTE £24,796 - £25,989 plus £729 London Weighting</b> For 32 hours p/w: £21,445 - £22,476 plus £630 pro-rata
<b>Section:</b>	<b>Parks &amp; Countryside</b>	<b>Grade:</b>	<b>BG-J, SCP03-06</b>
<b>Location:</b>	<b>The Look Out</b>	<b>Work Style:</b>	<b>Fixed</b>

### Key Objectives of the role

- Prepare hot and cold food and drinks from the Café menu, maintaining high culinary standards and working in a fast, focussed and consistent manner.
- Liaise with the Assistant Catering Manager and Catering Supervisor as required, including collaboration on the menu, stock checking, ingredient ordering and sharing practical skills with new or developing staff.
- Work positively and proactively to ensure compliance with all processes, particularly those meeting relevant legislation and best industry practice, including Food Safety regulations, HACCP procedures, allergen regulations (FIR regulations), and COSHH regulations.

### Designation of post and position within departmental structure



The post reports to the Catering Supervisor or Assistant Catering Manager for line management purposes.

### **Daily and monthly responsibilities**

- Provide hot and cold food and drinks consistently, with a high degree of accuracy, whilst working under pressure.
- Provide a role-model for the Catering Assistants and the other Cooks, demonstrating the professional standards required of a commercial catering operation, by working at a high tempo, with clear focus and a problem solving, can-do approach.
- Take pride in the menu offer, contributing ideas to the continual improvement of catering services, working with the Catering Manager and Assistant Manager on the options for improved items and the more efficient delivery of the existing menu.
- Work carefully, to ensure compliance with all relevant legislation and best industry practice, including Food Safety regulations, HACCP procedures, allergen regulations (FIR regulations), and COSHH regulations, through monitoring process and procedures.
- Keep workstation clean and tidy during each service and contribute to the team effort to ensure the kitchen is thoroughly cleaned at the conclusion of each shift.
- Focus on daily cost control, by working to minimise waste and prepare food efficiently.
- Take responsibility for ordering the ingredients and packaging required by service delivery, as required, in conjunction with Weekend Supervisor / Assistant Catering Manager.
- Take personal responsibility for developing your own cooking skills and help with the development of the Catering Assistants, who wish to progress to cooking duties.
- Ensure a constant flow of communication within the team, by updating on the progress of dishes, clarifying customer requirements, and helping to solve any problems as they arise.
- Support the ability of all the catering staff to enjoy a positive team working environment, by recognising personal strengths and weaknesses and protecting each other through learning and practising self-regulation wherever required.
- Work as required by the operational demands of the business, including occasional cover for the duties of the Catering Supervisors or Catering Assistants.

### **Scope of role**

The post is responsible for preparing food and drink, in accordance with the requirements of relevant legislation and best industry practice, complying with all local procedures.

The post is responsible for ensuring the safety of all customers who have allergic reactions to specific ingredients, always working accurately and consistently, even under pressure.

The post is an essential component of the delivery of the Café offer, which is available to over 650,000 visitors to The Look Out site per year.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.



## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Food preparation experience, from a commercial setting and/or formal cooking qualifications.</p> <p>Food safety and hygiene qualification. *</p> <p>(*Training available for contracted Cook posts)</p>	<p>Experience of teaching/sharing cooking skills.</p> <p>Experience of contributing to menu design and adding new dishes to service.</p> <p>Experience of managing stock levels and ordering.</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of working within a busy food service period, for instance busy lunch times or preparing hot food for a function or event.</p> <p>Understanding of the routine cleaning and maintaining required for food preparation equipment.</p> <p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p>	<p>Experience of leading small teams.</p>
<b>Work-related Personal Requirements</b>	<p>Passionate about food and beverage services.</p> <p>Positive approach to solving problems and the ability to maintain a positive atmosphere in challenging situations.</p> <p>Able to prioritise personal workloads and stay focussed on key tasks.</p>	<p>Full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p>

Able to self-regulate emotions, recognising and developing personal strengths and weaknesses in busy kitchen environments.

Ability to multi-task and maintain a high degree of accuracy whilst working under pressure.

**Other Work Requirements**

Flexible approach to work, particularly around weekends and school holidays, which form peak trading times for catering.      Ownership of own transport.

The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.

**Role models and demonstrates the Council’s values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

**All staff should hold a duty and commitment to observing the Council’s Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

