



## Job Description

<b>Job Title:</b>	Assistant Cook (Seasonal Post)
<b>Salary Scale:</b>	Up to a maximum of 30 hours per week @ £7.00- £8.00 per hour, dependent on experience Worked over 5 days ( Sunday to Saturday)
<b>Accountable to:</b>	Cook

### Main purpose of post:

- The post holder is responsible for supporting the cook in providing catering provision for St Ninian's Tearoom as well as events and functions within St Ninian's Hall.
- The post holder will assist in supervising all catering staff and general assistants.
- Deputise for cook on cooks days off

### Main Duties & Responsibilities

1. Assist with the planning menus for tearoom and functions, taking into account any special dietary requirements
2. Assist and support cook in calculating required food quantities and placing food orders with manager, keeping within the catering budget
3. Overseeing others in the preparation and cooking of food
4. Deputise and supervise staff on cooks days off
5. Ensuring high standards of food hygiene and health and safety are maintained
6. Ensure food being served to customers has appropriate quality, quantity and presentation that meets the organisations values
7. Ability to cope with the pressures of a busy kitchen
8. Assist the cook in managing the planning and delivery of catering for special events/functions (such as fundraising meals, events, events booked by others)
9. Ensuring the highest standards of service, through compliance with statutory requirements and company policies across all areas of responsibility
10. Maintain, through supervision, instruction and example, high standards of personal and general food hygiene and cleanliness within the kitchen and associated areas

## **Systems & Equipment**

- Support and assist the cook in managing food storage arrangements and stock levels complying with safety requirements and minimising wastage
- Ensuring kitchen equipment is appropriately monitored, maintained and serviced
- Checking that the kitchen equipment is in working order and reporting any malfunctions to the manager
- Maintenance of appropriate records including HACCP records in cooks absence
- Equipment may need to be removed from the store rooms. Lifting equipment is available to facilitate this requirement

## **Decisions & Judgements**

- Check deliveries of provisions for temperature, quality, and specification and take appropriate remedial action

## **Communication**

- Good Customer care & communication skills
- Dealing with customers/general public
- Work as part of a team, with both colleagues and volunteers
- Effective liaison with external stakeholders (including environmental health)

## **Knowledge, Training & Experience**

- Knowledge of Basic Health & Safety Legislation (Training given)
- Knowledge of Manual Handling (Training given)
- Good IT skills and use of modern technology
- Knowledge of HACCP system
- Knowledge of Cooksafe system
- Knowledge of COSHH (Training given)

## **Other**

- May be required to carry out other tasks as necessary in lines with the business
- Will be required to take part in ongoing staff training & development in line with appraisal and review

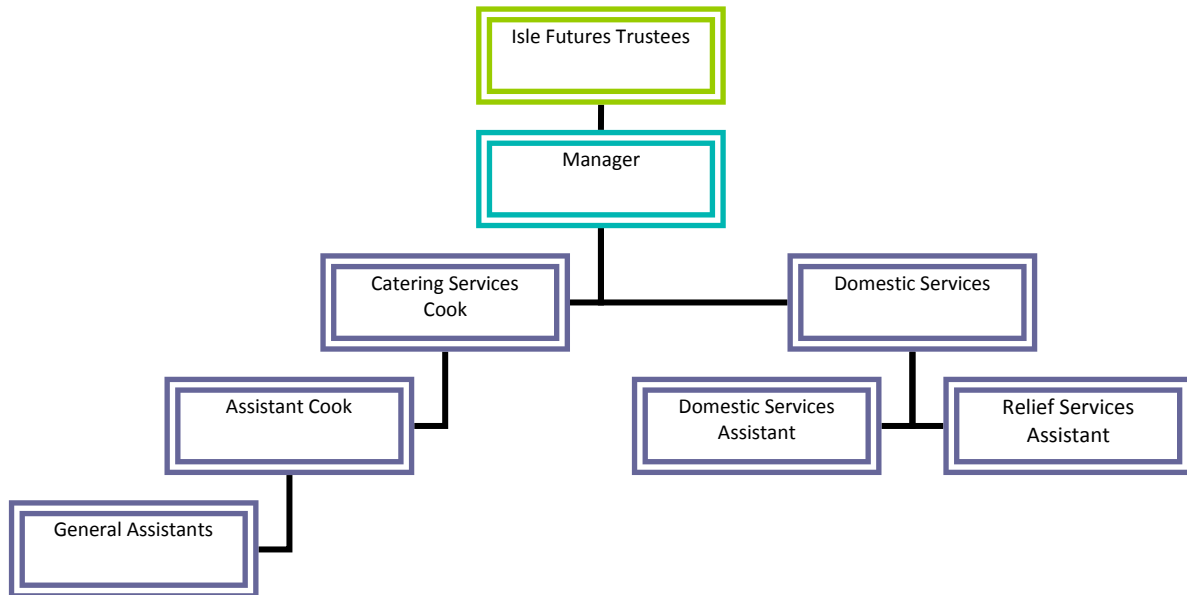
All jobs are subject to change from time to time and this job description will be reviewed regularly. This job description is a guide to work required and represents a range of responsibilities commensurate with the grade for the post. February 2015

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## Person Specification

	Essential	Desirable
<b>Qualifications</b>	Working towards SVQ level 1 or 2 or equivalent experience	Basic Food Hygiene Certificate
<b>Experience</b>	Previous cooking and baking experience	Previous experience of a catering environment, including baking
<b>Knowledge</b>	<p>An understanding of:</p> <ul style="list-style-type: none"> <li>• Special dietary requirements ( ie Gluten Free)</li> <li>• Recipe Control</li> <li>• Food costing procedures</li> <li>• Ordering and stock control</li> <li>• Food safety Act at work 1974</li> <li>• Monitoring waste</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Time management and organisational skills</li> <li>• Good communication</li> <li>• Prepare accurate written records</li> <li>• High quality cooking and baking skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to understand ad hoc functions</li> <li>• Customer care oriented</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Must be flexible and able and willing to work extra hours and weekends, bank holidays and evenings when required to meet seasonal, event and visitor demands</li> <li>• Ability to work as part of a team &amp; deputise for cook</li> <li>• Good personal hygiene</li> <li>• Ability to take instruction</li> </ul>	

## Organisational Chart



## Background Information

St Ninian’s Hall is the combination of a newly joint annexe and extensively refurbished existing building.

On completion the building will provide:

1. A tearoom with a minimum of 36 covers
2. A retail shop with local arts and crafts initially, developing into a Community shop through time.
3. Main hall for community bookings and events
4. Training & Conference suite
5. Exhibition area

The hall has many regular community bookings, it is also the home of the community cinema – Machars Movies, and caters for functions such as musical events, wedding receptions, award ceremonies and much more.

The meeting room is being developed into a training and conference suite.