Job Description

Assistant Cook

Grade 2

The post holder reports to the Unit Catering Manager. Apart from team members, the main contacts of the job are: the client, customers, other catering colleagues and city council employees.

Main Purpose of the Job

To undertake food preparation and cooking and assist the Unit Catering Manager in delivering a safe, effective and efficient catering service.

Main Duties and Responsibilities

1. Assume responsibility for a quality, cost effective catering service in the absence of the Unit Catering Manager.

2. Prepare and cook food for pre-planned menus as directed by the Unit Catering Manager.

3. Receive and issue stores and maintain appropriate records.

4. Clean kitchen equipment and move, set up and clean dining furniture as required in designated areas.

5. Undertake cash collection duties, be accountable for all monies and payments during service and complete returns in accordance with financial regulations.

6. Provide a customer focused service, which is courteous and responsive and meets the client's needs at all times.

7. Support the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of service users.

8. Ensure compliance with health & safety, food hygiene and COSSH (Control of Substances Hazardous to Health) regulations at all times.

9. Participate in new initiatives and future changes in service delivery improvements to support the client and the aims and objectives of the City Council.

10. Actively pursue own personal development and take full advantage of training provided.

11. Undertake such duties as may be considered appropriate by the Unit Catering Manager in line with the needs of the service.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Assistant Cook

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For this job we are looking for:

Operational experience of a catering facility, where high standards of food quality, service and attention to detail are paramount.

Hold or be working towards NVQ Level 1 Food Preparation and Cooking or an equivalent qualification.

Active listening and verbal communication skills for effective interaction with customers, other catering colleagues and city council employees.

Ability to work on own initiative and plan own workload.

Ability to work as part of a team.

Must hold Foundation Food Hygiene Certificate or an equivalent qualification and have knowledge of health and safety regulations.

Literacy and numeracy skills to accurately complete records.

Willing to abide by the City Council's no smoking policy.

Personal Style and Behaviour:

Commitment to maintaining and providing a high quality service.

Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.

Self-motivation and personal drive to complete tasks to required timescales and quality standards.

The flexibility to adapt to changing workload demands and new organisational challenges including being deployed to any establishment.

Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users.

Personal commitment to continuous self -development.

To wear the uniform provided.

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).