

# Job Description



<b>Job Title:</b>	<b>Cook</b>
<b>Department/Section:</b>	Life Skills Services – Coterie Tea Rooms
<b>Reports to:</b>	Life Skills Manager
<b>Principal Contacts:</b>	Suppliers/deliveries, Customers, Trustees, Service Users; Assistant Life Skills Manager and Life Skills Tutors
<b>Job Purpose:</b>	The delivery of high quality food in a timely manner for the Coterie Tea Rooms within budget and within agreed operational procedures. To support service users practical sessions as agreed with Life Skills Manager/Assistant Manager/Life Skills Tutor.
<b>Responsible for:</b>	<p><b>People:</b> None</p> <p><b>Finance:</b> None</p> <p><b>Other physical resources:</b> Kitchen Equipment and minor maintenance</p>

## Main Duties and Responsibilities:

(This list is intended to define the main duties and responsibilities that are required to be undertaken by the post holder and is not a comprehensive list of all duties that may be required from time to time)

1. Liaise with the Life Skills Manager in the planning and development of all menus in order to offer a creative menu to compete with other local café and/or tea rooms
2. Estimate expected food consumption and organise preparation before start of the day and at the end of the day
3. Prepare food for customer orders and make any adjustments to food items to accommodate customer allergies or specific diet concerns ensuring high standard of presentation and correct portion size in a timely manner in a fast paced environment
4. To ensure that all required daily, weekly and monthly Health and Safety/Food Hygiene checks including control and management sheets are undertaken, recorded and "signed off" as required and to maintain the highest standards of Health & Safety/Food Hygiene practice within all areas, especially the food preparation areas.
5. Meets with customers to ensure a great meal experience
6. To assist the Life Skills Manager and Life Skills Tutors in providing a quality and safe training and work provision for agreed Life Skills placements within the Coterie Tea Rooms.
7. Liaise with the Life Skills Manager in planning and implementing all agreed stock ordering and rotation and be responsible for checking and signing for all supply deliveries within the service as agreed with the Life Skills Manager. Maintain records and accounts of food purchases.
8. To assist service users assigned to the Coterie Tea Rooms and liaise with the Life Skills Manager and/or Life Skills Tutors as required.



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9. To be flexible, prepared to multi task and undertake tasks in any areas of the Department as and when required.
10. Minor maintenance on equipment

# Additional Information



## **Driving:**

There will not normally be a requirement for the post holder to drive in order to fulfill the requirements of the role. However there may be a requirement to drive to attend events, training and/or meetings. Driving license details will be required and reviewed on an annual basis.

## **Variation to Usual Working Hours:**

There is no requirement for the post holder to participate in an 'on-call' rota. However, they may occasionally be required to work outside of their usual working pattern/hours in order to attend to external meetings, supplies/deliveries, training or external events and open days.

## **Display Screen Equipment Usage:**

The Post holder is not regularly required to work with display screen equipment (VDU, computer workstations, laptops, touch screens etc.) as part of their normal working day.

## **Lone Working:**

There is no requirement for the post holder to lone work during the course of the working day.

## **Night Workers:**

The Post holder is not regularly required to work between the hours of 11pm and 6am for at least 3 hours as part of their normal rostered duties.

## **First Aid:**

There is a requirement for the post holder to be a qualified first aider and appropriate training will be offered and maintained.

## **Physical Effort:**

- Frequent (daily) moderate physical effort is required for this role throughout the day.
- Frequent exposure to repetitive movements such as lifting, bending, reaching, crouching, walking, carrying, standing, kneeling, loading/unloading, moving equipment/stock, working in restricted spaces and outdoors.

## **Mental Effort:**

- Frequent periods of concentration are required when dealing with customers, service users, interpreting information, communicating, record keeping and administration tasks.

## **Emotional Effort:**

- Maintaining a positive attitude when dealing with stressful or emotional situations.

# Person Specification

<b>Job Title:</b>	<b>Cook</b>		
<b>Department:</b>	Coterie Tea Rooms		
<b>Reports To:</b>	Life Skills Manager		
<b>Specification Headings</b>	<b>Essential</b>	<b>Desirable</b>	<b>How to Assess</b>
<b>Experience:</b> (Duration, type & level of experience necessary)	At least one years' commercial catering experience as a cook  Understanding of supporting people with learning disabilities	Two years' commercial catering experience as a cook  Experience or knowledge of supporting people with learning disabilities	Application Interview References
<b>Qualifications:</b> (Number, type, level of qualifications. Equivalent experience, if appropriate)	Formal catering qualifications eg NVQ 2 or City & Guilds or equivalent  Certificate in Food Hygiene Level 2	Formal catering qualifications eg NVQ 3 or City & Guilds or equivalent  Certificate Food Hygiene Level 3  Formal hospitality qualification	Application Proof of award
<b>Skills, Knowledge &amp; Aptitude:</b>	Producing a wide range of freshly prepared food to order in a timely manner and of a high standard  Up to date knowledge of catering standards  Comprehensive knowledge of food hygiene (including HACCP) and food preparation		Application Interview Relevant Certificates
<b>Personal Qualities &amp; Behaviours:</b>	Well organised with ability to prioritise tasks and time manage (multi-task)  Able to take direction  Enjoy working in a busy café/tea room environment		Interview References
<b>Other Requirements:</b> (factors which are ideally required for an individual to carry out the full duties of the job)	To work alternate weekends on a rota basis  Initial and ongoing clear criminal records check (obtained by the Trust initially upon offer)  Able to demonstrate compassion and empathy for the people we support		Interview Appropriate documentation