

## Job Description

<b>Job title:</b>	<b>Head Cook</b>
<b>Reporting to:</b>	Senior Management Team
<b>Contract type:</b>	Permanent
<b>Contracted hours:</b>	40 hours per week
<b>Working pattern:</b>	Rota as and when required
<b>Remuneration:</b>	£8.89 - £9.37 per hour (depending on experience)

**Conditions:** A six-month probationary period applies. The centre will be open Monday – Sunday from morning to evening. Applicants must be able to work on a rota basis including bank/public holidays and be flexible to meet business needs.

### Key Purpose

The Head Cook will be responsible for ensuring that high quality food is prepared and served to a high standard and in an efficient manner. They will work alongside the Management Team to develop and deliver menus that will cater for a wide range of needs and ensure optimum revenue is generated from the Café. They will be responsible for ensuring the highest standards of cleanliness and hygiene, both in working methods and personal hygiene. They will be responsible for the smooth running of the kitchen and servery including supervising kitchen staff, ensuring that policies and procedures are adhered to and food safety management criteria are met at all times.

### Main responsibilities and duties include:

- Ensure the consistent smooth running of food production areas within the kitchen and servery
- Assist the Management Team in planning and implementing a varied menu taking into consideration both dietary requirements and customer base whilst ensuring menus are cost effective
- Supervise and coordinate activities of the Cook and Catering Assistants ensuring agreed standards and targets are achieved
- Develop recipes and prepare, cook, bake and present food to a high standard
- Cater for any dietary requirements and special functions as the need may arise
- Prepare and cook party meals to a timetable
- Ensure that the food is cooked and stored in hygienic conditions
- Ensuring that food is served in a timely manner
- Monitoring food production ensuring consistency in quality and uniform portion size
- Follow all relevant hygiene, Health & Safety procedures/Safe Working Practice H.C.C.P. & C.O.S.H.H

- Train, motivate and lead the kitchen team members to ensure efficient functioning of the department
  - Monitor the service standards provided on a regular basis and communicate any issues or concerns to the Management Team.
  - Utilise staff, materials and equipment in an efficient and effective manner
  - Responsible for stock taking, record keeping and producing orders for the managers to process.
  - Work alongside the Senior Management Team to maintain an efficient and cost-effective system for ordering all stock necessary for the preparation and cooking of meals.
  - Ensure company policies relating to stock control and stock ordering are implemented and monitored and waste is kept to a minimum
  - Promote and contribute to a harmonious working environment where all employees are treated with respect and dignity.
  - Ensure quality standards and procedures are fully understood and implemented, and daily checking procedures are fully applied.
  - Ensure that all complaints, suggestions or enquiries by customers are dealt with in accordance with the company procedures.
  - Undertake any other duties of a similar nature related to this post that may be required from time-to-time
- **This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.**

Employers For Childcare	Issue: 1.0	Page 2
Public		Please consult master online copy <a href="http://www.imscertify.com">www.imscertify.com</a>
<i>This is a controlled document. Please ensure that you are using the latest approved version, which is obtained from the Employers For Childcare Document Repository. Once printed this document becomes un-controlled.</i>		

## Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post.

**Job Title: Head Cook**

Factors	Essential Criteria
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 2 years relevant experience of preparing, cooking and serving food within a busy restaurant/café environment</li> <li>• Experience of leading within a kitchen environment.</li> <li>• Valid Level 2 Food Hygiene certificate (or equivalent) or willingness to gain prior to commencing the role</li> </ul>
	<p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Valid Level 3 Food Hygiene certificate or willingness to gain within 2 months of starting</li> <li>• Food allergy training</li> <li>• Experience of baking cakes</li> <li>• Knowledge of HACCP (Hazard analysis and critical control points)</li> <li>• COSHH Training (Control of Substances Hazardous to Health)</li> <li>• First Aid Certificate</li> </ul>
<b>Skills, Aptitude, Qualities and Behaviours</b>	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• A passion for cooking and baking</li> <li>• Demonstrable contribution to menu production</li> <li>• Excellent communication skills and organisational skills</li> <li>• Excellent customer service and engagement skills</li> <li>• A positive 'can do' attitude</li> <li>• Punctual, reliable and flexible</li> <li>• Self-motivated with the ability to work independently on own initiative as well as part of a team</li> <li>• Ability to multi-task and work in a fast-paced kitchen.</li> <li>• Strong planning skills and ability to prioritise</li> <li>• Ability to work efficiently and keep calm under pressure</li> <li>• A commitment to high standards of food hygiene in line with statutory requirements</li> <li>• A high standard of personal hygiene and appearance</li> <li>• Ability to build constructive working relationships</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong team player with the ability and mindset to work with colleagues to jointly achieve organisational objectives</li> <li>• Accuracy and attention to detail</li> </ul>
<b>Knowledge and Understanding</b>	<b>Essential Criteria</b>
	<ul style="list-style-type: none"> <li>• Familiar with the work and vision of Employers For Childcare</li> <li>• Knowledge of relevant H&amp;S safety legislation that will impact on service delivery</li> </ul>
	<b>Desirable Criteria</b>
	<ul style="list-style-type: none"> <li>• Knowledge of stock management demonstrating cost control measures and the ability to strategise for busy periods</li> </ul>
<b>Special Circumstances</b>	<b>Essential Criteria</b>
	<ul style="list-style-type: none"> <li>• Ability to work flexible, unsocial hours including bank holidays, evenings and weekends.</li> <li>• This post is subject to a basic criminal record disclosure check. This will be applied for through AccessNI.</li> <li>• You must be resident in the UK and eligible to work.</li> </ul>