

Role Profile	Cooks Assistant – residential services, and conferences
Reporting To:	Head Chef
Status	Variable hours
Responsible For:	Support the provision of on-site catering for residents, volunteers, staff and business customers using our conference facilities.
Purpose of Role	Working to the menu designed by the Head Chef to provide meals for the residents and conference customers when required
Hours:	Flexi Predominantly at weekends. 9.30am -2.30pm dependent on resident numbers

Key Responsibilities and Accountabilities	
<ul style="list-style-type: none"> ● Managing the kitchen environment ensuring full compliance with all obligatory legal regulations, required standards of cleanliness, personal hygiene, food safety and general Health and Safety. ● Manage the provision of meals for residents, staff and conferences, working to the menu supplied by the Chef ● Maintain kitchen cleanliness and tidiness throughout shift, wash up, clear down, sanitize surfaces, sweep and mop floor. ● To take into consideration any specific allergies and special diets during food prep ● Take sole charge of a shift when required, ensuring all food prep, clearing up and end of shift cleaning down is carried out in accordance with Health and Hygiene regulations. ● To fill in Daily Record Sheet ● To report any kitchen issues, such as presence of vermin, faulty equipment or hazardous situations to the chef. ● Accept and store any deliveries in accordance with Health and Safety procedures. ● Ensure safe storage and appropriate use of potentially hazardous substances and items, such as knives within the kitchen and conference areas. ● Dispose of rubbish and food waste safely and in accordance with company policy. ● To carry out other kitchen duties as requested by the chef. 	
Occupational Standards	
Experience of working in a catering environment preferable	

Person Specification (Knowledge, Experience, Skills & Abilities)

	Essential	Desirable	measured
Qualifications			Application form
Willing to comply with a level 2 qualification in food preparation and cooking	x		
Minimum GCSE level Maths and English	✓		
Work Experience			interview
Experience within a catering / hospitality environment	✓		
Skills, Abilities, Knowledge			Application form / Interview
Excellent food presentation and service skills	✓		
Food safety requirements	✓		
Health and safety	✓		
Disposition, Personal Qualities			Application form / Interview
Ability to cope with stress and pressure	✓		
Awareness of own strengths and weaknesses			

	✓		
Professional integrity	✓		
Ability to work in a team	✓		