

JOB DESCRIPTION

Vacancy reference:	SRF28334
Post Title:	Cook
Grade:	2
School/Department:	Campus Commerce
Reports to:	Food & Beverage Manager
Responsible for:	N/A

Purpose

Assist with the preparation, cooking, regeneration and service of food whilst working to University standards of food safety, cooking methods and food presentation.

Main duties and responsibilities

1. Preparation and cooking of food for service.
2. Ensuring food is presented to the specified standard.
3. Service of food and drink to customers.
4. Work in accordance with the Universities HACCP food safety plan.
5. Maintain a high standard of personal hygiene and ensure good food hygiene practices are followed.
6. Ensure customer satisfaction including establishing and maintain a rapport with customers.
7. Respond effectively to individual customer feedback and enquiries.
8. Assist with ensuring correct stock levels are maintained and wastage is minimised.
9. Use the food safety management system for recording temperatures of food, monitoring temperature-controlled storage areas and recording cleaning tasks.
10. Maintain secure working environment, in relation to University property, stock and premises.
11. Carrying out duties in a manner which ensures the highest reasonably possible environmental and sustainability standards are met.
12. Follow all regulations & legislation including fire procedures, C.O.S.H.H. & accident procedures.
13. To take reasonable care for your own health and safety, and that of persons who may be affected by your acts or omissions at work. You are required to consult your immediate manager on precautions and procedures relevant to your activities. You must comply with local rules, reporting procedures, safe working procedures and emergency arrangements and must not interfere with or misuse anything provided in the interests of health, safety or welfare.
14. Such other duties as may be required by the unit by Supervisor or Catering Management Team.

Supervision received

This post reports to the Food & Beverage Manager, may also receive supervision from Senior Chef – Residential & Bars

Supervision given

This post provides no supervision to any other staff members

Contact

Customers, staff members, students, suppliers.

Terms and conditions

Due to the nature of our operations working hours can be between 7am and 1am Monday to Sunday.

Annual Leave is not generally approved during University Term Time unless for exceptional reasons.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Job Title	School/Department
Cook	Campus Commerce

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Able to prepare food following specified recipes and methods • Good written and verbal communication skills • Basic IT Skills • Ability to recognise and deal with problems as they arise 	<ul style="list-style-type: none"> • Problem solving attitude and skills
Attainment		<ul style="list-style-type: none"> • Level 2 Food Safety • City and Guilds Hospitality and Catering - Level 2 (7132) or equivalent
Knowledge	<ul style="list-style-type: none"> • Level 2 food safety equivalent knowledge • Understanding of food preparation operations • Ingredient and provisions knowledge 	
Relevant Experience	<ul style="list-style-type: none"> • Worked in a commercial kitchen 	<ul style="list-style-type: none"> • Experience of working in an environment operated under a HACCP food safety management system
Disposition	<ul style="list-style-type: none"> • Calm under pressure • Keen to learn • Excellent Customer Service focus • Keen interest in food and drink 	<ul style="list-style-type: none"> • Enhancing customer service levels
Other	<ul style="list-style-type: none"> • Work flexibility to cover peaks of business 	

Completed by: Matt Tebbit	Date: January 2019
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