

## JOB DESCRIPTION

Post Title:	Cook
Responsible to:	Venue Manager
Responsible for:	Supervising a small team of student staff
Summary of post:	Responsible for the day-to-day operation of the kitchen, with the main focus being to support the operation of bars. This will include the supervision of student staff. The post holder will have a role to play in assisting the administrative responsibilities of staff training, stock control and H&S documentation.

## DUTIES & RESPONSIBILITIES:

1. To work with the Venue Manager to ensure the smooth running of the kitchen team, environment, food storage, preparation and production in line with Guild and brand specifications and standards.
2. To provide an agreed and consistent standard of food production and presentation during all working hours, ensuring that all food production and operation adheres to specified food cost percentage without compromising any legal or Guild requirements.
3. Ensure compliance to legislative standards and Guild policy including:- Health & Safety at Work 1974, Management of Health & Safety at Work 1992, Employment Law 1996, Licensing Act 1964, Fire Regulations, Trade Descriptions, Food Handling, Weights & Measures.
4. Proactively manage and continually maintain the teams product knowledge to ensure it is up to date.
5. Proactively monitor and review the food presented to customers and advise/ make recommendations as appropriate.
6. To ensure that the kitchen team respond to customers' requests, needs or dissatisfaction in an appropriate and proactive manner.
7. Proactively monitor and review product delivery, storage preparation and service to ensure it is in line with legislative standards and Guild policy and advise as appropriate.
8. Ensure the Guild policy on Food Handling and Risk Assessments are strictly adhered to and advise as appropriate of any actions needed. COSHH and HACCP assessments are in place and frequently reviewed to ensure compliance with legislation and Guild policy.
9. Promote and practice all aspects of due diligence in Health & Safety in the workplace to protect both customers and staff.

10. Monitor and review all products to ensure they are presented and portioned as per brand menu specification.
11. Monitor, review and conduct kitchen cleaning schedules as specified for due diligence to meet legal compliance.
12. Maintain and update training records accurately and comprehensively as appropriate.
13. Monitor team to ensure all are presented in a clean and professional manner in line with Guild and brand standards.
14. Monitor and review stock rotation and par levels.
15. Ensure appropriate and timely ordering of stock in accordance with level of trade forecast.
16. To assist and advise in developing and maintaining menus to ensure achievement of specified GP.
17. Minimise wastage through correct training, planning, preparation and cooking.
18. To work with the Venue Manager to build a cohesive working relationship to ensure smooth transition of communication within the venue.
19. Monitor and review the maintenance of the kitchen equipment and report problems/ make recommendations in line with Guild and brand procedures quickly and effectively.
20. Only order through Guild nominated suppliers or those authorised by the Venue Manager.
21. To be responsible for informing the Venues Manager of all developments and issues relating to the food operation.
22. To ensure effective communication with the staff team, relevant local authorities and other contacts to ensure all policy decisions, managerial and legislative requirements are actioned by the staff team.
23. To be responsible for the security, safety and levels of stock and report and discrepancies.
24. To involve staff in the development and delivery of promotional concepts and activities so as to maximise income generation.
25. To adhere to all relevant Guild policy with particular reference to staffing, health and safety, environmental and any relevant Guild Policy where it may impact upon your role
26. To undertake appropriate training and personal development as required for the role.
27. To participate as a member of the Venues Department and wide Guild team.
28. To support the work of the Venues Department, where necessary, in the event of sickness, holiday or other exceptional circumstances.
29. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.



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## PERSON SPECIFICATION – Cook

	You must be able to demonstrate in your application that you have;	Essential	Desirable
	<b>QUALIFICATIONS</b>		
1	Good general education, including Maths and English at least to GCSE or equivalent	✓	
2	Basic Food Hygiene	✓	
3	City & Guild/NVQ level 2 Catering or relevant experience	✓	
	<b>KNOWLEDGE AND EXPERIENCE</b>		
4	Relevant skills & experience in catering or demonstrable transferable skills	✓	
5	Knowledge of relevant food legislation	✓	
6	Experience of managing a small staff team		✓
7	Experience / Knowledge of customer care	✓	
8	Experience of developing and managing relationships with stakeholders to deliver service	✓	
	<b>SKILLS AND ABILITIES</b>		
9	Ability to present information clearly and concisely in writing or verbally, with adequate written and spoken English	✓	
10	Ability to establish working relationships with a wide range of individuals both within and outside the Guild, to include the University, students, staff and clients.	✓	
11	Information gathering and/or research skills, for example new menu ideas.	✓	
12	Ability to work using own initiative	✓	
13	Computer literacy - standard office software including spreadsheets and keyboard skills.		✓
	<b>PERSONAL QUALITIES</b>		
14	Understanding of and a commitment to Equality of Opportunity	✓	
15	Team focussed approach	✓	
16	Self-motivated	✓	
17	Flexible	✓	
18	Committed to continuously improving service delivery	✓	
29	Customer focus	✓	
20	Persistent & able to persuade others to meet your deadlines	✓	
21	Attention to detail	✓	



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