



## Part Time Cook, St Columba's House

### Job Description

**Accountable to:** Catering Manager

**Salary:** £11 per hour

**Line Manager:** Catering Manager

**Liases with:** Working closely with other members of the Catering, Housekeeping and Front of House Administration team.

**Hours:** Part time, hours and working days negotiable. Some weekends and evenings will be required.

Additional flexibility will be required to cover holiday or sickness absences and busy periods in the house. Additional hours could be taken on a TOIL basis or overtime at the discretion of the catering manager.

Annual holiday entitlement is 28 days pro rata.

**Job purpose:** To ensure guests at St Columba's House experience good family style home cooked food service and clean and friendly facilities.

### Person Specification:

- This role could suit a keen home cook or a professional looking for flexible hours. Some training will be given.
- Flexible
- Reliable
- Team player
- Able to work independently to a plan and a recipe
- Warm, approachable demeanour
- Focussed on the needs of our guests
- Hard working and efficient
- Able to supervise food servers
- Willing to get stuck in to help when needed.

### About Us:

St Columba's House is a small, welcoming retreat and conference centre in Woking. We host a variety of small to medium sized groups (usually between 10 and 30

people) and individuals for a variety of events such as training, conferences, meetings and retreats. The majority of our clients are Christian groups but we welcome guests of all faiths and none. We offer a family style, home cooked menu of freshly cooked food and snacks. There are times of year when we are busier than others and some overtime and flexibility of hours will be needed to assist with covering busier and quieter periods.

### **Key tasks:**

#### **1. Catering**

- Ensure guests receive a “good home-cooked food” style of eating experience at St Columba’s House.
- Prepare lunches and dinners (both 2 courses) as required.
- Ensure home cooked cakes and biscuits are produced when needed.
- Serve food in an attractive and appropriate manner.
- Ensure meals are produced in a prompt manner with good table service.
- Follow Menus and recipes provided by the catering manager.
- Ensure adequate supplies are available for guests’ coffee breaks.
- Ensure the kitchen is properly cleaned and maintained
- Ensure food safety procedures are followed and documented
- Cater for additional events such as Open Days, exhibitions, Christmas dinners, cream teas etc when required.
- Ensure breakfast items and room layout is readied for overnight staff to deliver the breakfast service.
- Cater for food allergies, preferences and intolerances in accordance with policies.
- This role will involve the postholder being the only cook on the premises at times.
- Supervision of food serving staff at times.
- Uniform allowance and aprons available. Catering staff expected to change into uniform on site.

#### **2. Communicating**

- Ensure that there is a close working relationship and excellent communication with the catering manager.
- Ensure that the Catering Manager is kept informed of guest feedback, menu alterations, any problems arising during a shift, etc.
- Communicate with Front of House staff and Housekeeping staff to ensure guests have a good experience and warm hospitality.

#### **3. Monitoring and Accountability**

- Keep timesheets, TOIL records and overtime records in a clear and accessible manner.
- Respond appropriately and constructively to guest feedback.
- This role is accountable to the Catering Manager.

#### **4. Training**

- Undertake and achieve food safety level 2 certification (training provided).
- Undertake and achieve allergen training (training provided)
- Undertake and maintain fire safety training (training provided).
- Attend other training at the request of the Chief Executive.

- Train and induct new and existing team members as appropriate.

#### **5. Health and safety**

- Be aware of legal requirements concerning health and safety. All members of staff have a responsibility to take reasonable care of the health and safety of themselves and others who may be affected by their actions or omissions.
- Ensure that food service is done within safety guidelines at all times.
- Fill in paperwork to monitor allergens in food preparation.
- Identify and record minor repairs and ensure that they are remedied.
- Ensure that gas safety procedures are followed.
- Attend health and safety, food handling and fire training.
- Ensure that appropriate cook/chill procedures are followed.
- Ensure that fridge, freezer and hot and cold food temperatures are checked and recorded appropriately.
- Ensure that the kitchen is in permanent readiness for an environmental health inspection.
- This role will involve an enhanced DBS check.

#### **6. Other tasks**

- Ensuring the front of house facilities are clean and stocked (coffee area, toilets) when no housekeeping staff available.
- Any other appropriate tasks that may from time to time be delegated by the Chief Executive.
- Provide cover for other staff during holidays and sickness.

St Columba's House is owned by the charity, St Peter's Charity (registered charity in England and Wales number 1177879 and company limited by guarantee in England number 11142467

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