

St Peter's Charity – St Columba's House

Job Description

Job Title: Part-Time Cook - St Columba's House

Accountable to: Catering Manager

Salary: £12 per hour, £23,400 per annum pro rata

Line Manager: Catering Manager

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

Hours: 22 hours per week (negotiable), on shifts arranged by rota, including weekday evenings and weekend working.

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 prepare and serve good quality food to guests of St Columba's House. To maintain excellent food preparation and health and safety procedures.

Uniform allowance and aprons available. Catering staff expected to change into uniform on site.

Person Specification:

- Team player
- Warm, approachable demeanour
- Good cooking skills (either from a home or work environment)
- Hard working and efficient
- Professional approach
- Flexible working hours
- Comfortable working alone and with others
- Able to work well without close supervision

Key tasks:

1. Food Preparation and Service

- Undertake and achieve food safety level 2 certification (training provided).
- 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 occasional 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.
- Supervision of food serving staff at times.
- Ensure temperatures of fridges and freezers are recorded on a daily basis.
- This role will involve the postholder being the only cook on the premises at times.

3. Catering and housekeeping

- Liaise with the catering manager regarding catering and housekeeping needs where appropriate.
- 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 other Housekeeping and Catering staff to ensure guests have a good experience and warm hospitality.
- Train and induct new and existing team members as appropriate

4. 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.
- Attend and pass health and safety, allergen, food handling, and fire safety training.
- 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.
- 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.

5. Other tasks

- Keeping timesheets, TOIL records and overtime records in a clear and accessible manner.
- Responding appropriately and constructively to guest feedback.
- Liaising with the catering manager on available shifts for rota planning.
- Provide cover for other staff during holidays and sickness.
- Any other appropriate tasks or training that may from time to time be delegated by the Chief Executive or Catering Manager.
- Provide cover for other staff during holidays and sickness.

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

July 2022