

Job Description

Role: Cook

Line management responsibilities: None

Reports to: Store Manager, Keepers Coffee and Kitchen

Job purpose: Responsible for the planning, preparing and organisation of the work in the kitchen to ensure the Keepers customers receive their orders without delay. Ensures high standards of food and kitchen hygiene are maintained at all times. The role holder may be required support the other areas of the café as needed.

Key tasks and responsibilities:

Kitchen management

- Lead on the planning and preparation of hot and cold meals from customer orders
- Manage food, beverage and equipment deliveries, keeping the storeroom, fridges and freezers organised, and ensure wastage is kept to a minimum.
- Work with the Store Manager on new menu ideas and stock control/wastage limitation improvements

Hygiene and health and safety

- Ensure that food preparation/work areas & equipment, including crockery and cutlery are clean and tidy at all times
- Ensure that walls and floors are clean, tidy, and free from obstructions
- Ensure that basic cleaning jobs are carried out as quickly as possible
- Ensure that the health and safety policies and procedures of the kitchen, store and café, are followed at all times

Intern support

- Work with and support the young people with additional needs who attend work at the café

Team working and collaboration

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them. Cover for absent colleagues as appropriate.
- Support the effective running of the Trust by ensuring the policies/procedures are understood and followed

Professional development

- Regularly reflect on the effectiveness of your role as part of the appraisal process, refining your approaches where necessary & responding to advice/feedback from colleagues
- Be responsible for improving your practice through participating fully in meetings & training & development opportunities identified by the Trust or as developed as an outcome of your appraisal

Other

- Have high regard for the Trust's ethos, policies & practices, maintaining high standards in attendance/punctuality
- Be aware of and comply with policies/procedures relating to child protection, equal opportunities, behaviour for learning, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- To be flexible and work according to needs, performing any reasonable duties as requested by the CEO which may involve assisting other areas which are commensurate with the grading of the post.

This job description is not exhaustive and it is expected that the post holder will undertake additional duties on occasion, within their capabilities. This document will be regularly reviewed and changes will be made in consultation with the post holder.