

## Job Description

<b>Job Title: Cook</b>	<b>Departments: Catering</b>
<b>Reports to: Head Cook</b>	<b>Responsible for: n/a</b>
<b>Job Holder: Vacant</b>	<b>Date: July 2021</b>

### Role Responsibility

To prepare, cook and serve meals following the weekly menu prepared by the Head Cook. To assist the Head Cook in the preparation and serving of food. To ensure that washing up and clearing away of all kitchen utensils, equipment and serving crockery and cutlery is completed at the end of each shift.

### Specific Responsibilities

<b>Key Result Areas</b>	<b>% time spent</b>
To prepare and cook meals for both guests and the resident community as demand dictates. This will involve routine service both during the week and at week-ends and evenings.	85
To observe Health & Safety procedures as determined by current legislation. This to include the safe upkeep of all kitchen and dining room equipment, reporting defects as soon as they become known. To follow Safe Food Handling opening and closing procedures at the beginning and end of every shift.	5
To assist the Head Cook to prepare the weekly menu according to demand. In accordance with the Environmental and Food Policies, order and maintain larders of fresh, frozen, dried and tinned food-stuffs based on demand, shelf-life, dietary requirements and safe food handling practices.	5
To assist in maintaining all catering department records and working procedures as determined by current Safe Food Handling and Environmental Health legislation.	5
<b>Miscellaneous:</b> To undertake other duties such as may be determined from time to time within the general scope of the post and to be aware that social activities connected with the Retreat Centre may require work attendance outside normal working hours.	

## **Person Specification—Core Competencies**

All employees at Minsteracres are required to demonstrate the following core competencies:

### **Customer Care**

Focusing on needs of Minsteracres Retreat Centre's stakeholders in order to acknowledge, understand and work towards meeting their differing needs and exceeding expectations. These include resident community, retreatants, staff, visitors, clients, and members of the public.

### **Leadership**

Inspiring confidence, commitment, motivation and passion in others by demonstrating responsibility, personal accountability, encouraging open communication, giving clear direction and promoting Minsteracres Retreat Centre values.

### **Personal development**

Demonstrating self-awareness of strengths and limitations, acceptance of constructive feedback and a desire to improve. Actively developing skills and attributes of self and others through training and development.

### **Innovation**

Proposing, contributing to and embracing improvements and innovations in work and practices.

### **Working together**

Co-operating with others and contributing to a team. Demonstrating sensitivity to the needs of others and how their own actions impact on others.

## Person Specification

### Job Title: Cook

Criteria	Essential	Desirable
<b>Qualifications</b>	6 GCSE levels or equivalent vocational qualifications	Relevant qualifications in hospitality and or hotel management.
<b>Relevant Experience</b>	At least 5 year's experience catering for large groups.	Safe Food Handling qualifications, First aid, H&S, manual handling certificates
<b>Skills and competencies</b>	<ul style="list-style-type: none"> <li>• Excellent cook.</li> <li>• Committed to providing exceptional customer service.</li> <li>• Good organisational skills</li> <li>• Ability to work on own initiative</li> <li>• Energetic and physically fit: –the role requires medium lifting and some step ladder work</li> <li>• Good spoken and written English.</li> </ul>	
<b>Working pattern</b>	This role will involve working a minimum of 25 hours per week flexibly, which will increase during busy periods. Routine week-end work will be required.	
<b>Personal qualities</b>	A warm, enthusiastic and energetic personality with a genuine interest in people. You will have excellent interpersonal skills and enjoy being part of a team delivering exceptional customer care.	

#### **Note:**

Minsteracres Retreat Centre is a Christian organisation. Whilst this post does not hold a Genuine Occupational Requirement for the post holder to be a committed Christian, they must empathise with the Christian and other faiths.

The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and De-Barring Service.