

Job Description – Café Cook

Ocean Road Centre is based in the heart of South Shields town centre which bring people from the community together for activities, social and learning. Within the centre is a café which offers home cooked meals, scones and sandwiches but has the potential to offer more to a wider audience.



The Centre is looking for an experienced cook to take the café to the next level and support events within the centre.

Job Title - Cook

Location - Ocean Road Centre – South Shields – NE332DW

Reports To - Trustees

Hours

25 hours per week with flexibility of more.

Weekday including weekday and weekend working.

Salary

Salary to be negotiated. £14.00 phr to £18.00 phr depending on experience.

Job Purpose

The Café Cook is responsible for preparing and serving high-quality food in a clean, safe, and efficient kitchen environment. The role involves managing a friendly team to ensure customers receive fresh, delicious meals while maintaining excellent food hygiene and safety standards.

Key Responsibilities

- Prepare, cook, and present menu items to a consistently high standard.
- Assist in planning daily specials and seasonal menu items.
- Ensure all food is prepared in accordance with recipes, portion sizes, and presentation standards.
- Monitor food quality, freshness, stock rotation.
- Maintain cleanliness and organisation of the kitchen, equipment, and storage areas.
- Comply with all food hygiene, health and safety, and allergen regulations.
- Monitor stock levels and manage ordering of supplies.
- Receive and store deliveries correctly, ensuring food is stored safely.

- Minimise food waste and use ingredients efficiently.
- Monitoring profitability and margins.
- Monitoring financial performance.
- Work collaboratively with front-of-house staff to ensure excellent customer service.
- Assist with opening and closing kitchen procedures and financial security.
- Report any equipment faults or maintenance issues promptly.

Person Specification

Essential

- Level 3 Food Safety and Hygiene Certificate.
- Previous experience working in a café, restaurant, or commercial kitchen.
- Knowledge of food hygiene and food safety regulations.
- Ability to work efficiently in a busy environment.
- Good organisational and time management skills.
- Reliable, punctual, and able to work as part of a team.
- Positive attitude and commitment to high standards.
- Experience of managing a café staff team.
- Experience preparing breakfasts, light lunches, sandwiches, and homemade baked goods.
- Knowledge of allergen management.
- Basic stock control and ordering experience.

Skills

- Food preparation and cooking.
- Kitchen organisation.
- Communication and teamwork.
- Attention to detail.
- Ability to work under pressure.
- Time management.
- Flexibility and willingness to assist where needed.

Health & Safety

The Cook must:

- Follow all food hygiene legislation and café procedures.
- Wear appropriate protective clothing.
- Maintain a clean and safe working environment.
- Report accidents, hazards, or equipment defects immediately.
- Follow allergen management procedures at all times.

General Responsibilities

- Promote a welcoming and friendly atmosphere for customers.
- Represent the café professionally at all times.
- Undertake any other reasonable duties appropriate to the role as requested by the Café Manager.
- Participate in training and development opportunities.

Equal Opportunities

The café is committed to creating an inclusive workplace where everyone is treated with dignity and respect. Applications are welcomed from people of all backgrounds and experiences.

For more information contact the Chair of Trustees:

Audrey by email: audreyoceanroad@gmail.com