



JOB DESCRIPTION

1. JOB DETAILS	
Job Title:	Part-time Cook (x 2)
Reports to	Community Hub Manager
Direct staff reports:	Kitchen Assistant and volunteers
Staff managed:	1
Working Pattern:	Part-time, av. 18 hours per wk Wednesday – Friday, plus alternate weekends NB May include Bank Holidays
Salary:	£10,764 p.a (£11.50 per hr)
Approved:	6.06.23

2. Main Job Purpose
<p>To prepare and serve hot and cold food for the café at The George, ensuring that customer orders are processed quickly and efficiently, that dishes are healthy, nutritious and attractively presented, and that strict hygiene and food safety protocols are followed at all times. On weekend shifts, you will also be required to deputise for the Community Hub Manager, supervising the inhouse catering team and taking overall charge of operations in both the Kitchen and Café.</p>
3. Main Job Duties and Responsibilities
<ul style="list-style-type: none">● To oversee the day-to day running of the Kitchen, preparing hot and cold food as directed by the Community Hub Manager, and ensuring that orders are processed quickly and efficiently in accordance with strict food safety and hygiene protocols;● To supervise the work of the Kitchen Assistant and volunteer kitchen staff, taking responsibility for their training, development and general welfare;● In the absence of the Community Hub Manager, to assume charge of both the Kitchen and Café on alternate weekends, supervising staff and volunteers and ensuring that the usual high standards of customer service are maintained;● To monitor stock levels and maintain accurate and up to date stock records, notifying the Community Hub Manager when fresh supplies are needed;● To ensure that vegetarian, vegan and gluten-free options are always available and provision is made for customers with special dietary needs;● To keep the kitchen clean, tidy and well-organised, ensuring that equipment is regularly serviced and maintained and that utensils and work surfaces are thoroughly sanitised at the end of each day;● To minimise waste and promote sustainability, actively seeking ways to reduce packaging and make use of surplus/donated food;● To facilitate the use of the Kitchen by local community groups, supper clubs and others outside Café opening hours;● To expand the use of the Kitchen by providing food for catered events and functions, themed evening 'pop-up' menus and other initiatives.

<p>4. General Responsibilities</p> <ul style="list-style-type: none"> • To support and promote the values of NoSCBS as a community business; • To understand and adhere to agreed NoSCBS policies and procedures; • To promote equality, diversity and inclusion; • To discharge individual responsibilities with regard to Health and Safety and Safeguarding; • To oversee development and appraisal of kitchen staff and volunteers; • To actively seek opportunities for kitchen staff to expand their knowledge, skills and experience to meet developing needs; • To complete any other reasonable task delegated by the Café Manager and/or NoSCBS Ltd.
<p>5. Key Performance Indicators</p> <p>Customer satisfaction and feedback Staff and volunteer morale Café footfall and income Profit margin Measurable reduction in food waste and use of packaging.</p>
<p>6. Key relationships (internal and external)</p> <p>Community Hub Manager Kitchen Assistant Café Assistant Food suppliers and growers Volunteers Customers</p>

PERSON SPECIFICATION

Job Title:	Cook
Date completed	6.06.23

Factors	Competence level required	Essential/ Desirable
Experience	Working as a cook or chef in a busy customer-facing operation	Essential
	Line-managing Kitchen and/or Cafe staff	Desirable
	Working with volunteers	Desirable
	Food Hygiene Level 3	Essential
Knowledge / Qualifications	Understanding and knowledge of food prep methods	Essential
	Catering qualification	Desirable
	Ability to work under pressure	Essential
Skills/Abilities - Interpersonal	Self-motivated, able to use own initiative	Essential
	Ability to take responsibility and act with authority when required	Essential



Skills/Abilities – Other	Ability to implement and comply with agreed procedures	Essential
	Ability to work in a team	Essential
	Ability to communicate clearly and motivate others	Essential
	Creativity, imagination and passion for sustainable food	Essential
	Accuracy, consistency and attention to detail	Essential
Working requirements	Working Wednesday to Friday plus alternate weekends. May include Bank Holidays	Essential
Equality, Diversity and Inclusion	Willingness and ability to work with people from a wide variety of backgrounds	Essential
	Good and empathetic understanding of equality and diversity	Essential