

## **Job Description and Person Specification**

**Job Title:** Cook  
**Location:** Milestones Museum  
**Line Manager:** Duty Manager - Catering

### **Job Purpose:**

To manage and deliver customer service, food and beverage operations and business goals within Milestones Museum.

### **Main Responsibilities:**

1. To assist the Catering Manager in the development, production and delivery of the catering offer at Milestones, “from concept to delivered customer experience.”
2. To undertake/oversee the production of food and beverage items for the café, pub and event businesses.
3. To ensure all food production financial targets, including KPIs, and GP margins are met or exceeded.
4. To ensure the department/food production processes meet all current FSA legislation.
5. To ensure correct documentation and record keeping of the department in support of FSA legislation.
6. To ensure food and beverage product is of the required standard and targeted at increased income generation and profit growth.
7. To develop effective customer and supplier relationships ensuring value for money and high professional standards are maintained throughout the catering department.
8. To create efficient and cost effective procedures and controls in support of the catering offering.
9. To be responsible for quality outcomes of catering including customer satisfaction.
10. To ensure standards are met and maintained providing a safe working and visiting environment.

### **Other duties**

- To undertake any other duties or projects commensurate with the nature and grade of this post as required by the organisation.

**Corporate and statutory initiatives - equalities/health and safety/environmental sustainability**

- Maintain an awareness of and comply with Hampshire Cultural Trust policies and apply them to the day-to-day operation to ensure its legal and statutory obligations are met.
- Comply with health and safety, equalities and environmental sustainability guidance and working practices.
- Undertake appropriate training and development.

**Person Specification:**

<b>Essential Qualifications</b>	Catering craft qualification. 706/1/2 or NVQ Level 2 Basic Food Hygiene Certificate level 2
<b>Essential Knowledge, Skills and Experience</b>	<p>Minimum previous experience as Senior commis chef or CDP 2 years plus chef experience in catering establishment</p> <ul style="list-style-type: none"> <li>• Experience of preparing, cooking, and serving customers with food and beverages</li> <li>• Experience of menu and budget planning leading and managing a catering/bar team</li> <li>• Demonstrable P&amp;L, financial and delivery accountability</li> <li>• Experience of managing margins and reporting on performance</li> <li>• Current knowledge of HACCP, COSHH and health and safety procedures</li> <li>• Excellent communication skills, numeracy, organisation, self-motivation</li> <li>• Proactive and creative problem solver and good team player</li> <li>• Experience of managing a food and beverage team</li> </ul>
<b>Desirable Qualifications</b>	Food Hygiene Certificate level 3 or above NVQ level 3 Evidence of continuous work place training
<b>Desirable Knowledge, Skills and Experience</b>	3 years' experience of catering operations (CDP or higher) Experience in high volume catering establishment such as schools, business or attractions. Prior experience of catering for events, functions or weddings.