

## **Role profile**

<b>Job Title:</b>	Cook
<b>Location/coverage:</b>	Milestones Museum and Basing House, Basingstoke
<b>Line Manager:</b>	Catering Manager
<b>Salary:</b>	£17,559 FTE per annum (2018/19 rate)

## **Purpose of role:**

To prepare and cook food from fresh ingredients, whilst maintaining quality and consistency. Efficiently and effectively deliver a call order service. Menu plan to ensure minimal waste whilst delivering quality products. Ensure all food safety standards are met.

## **Main Responsibilities:**

### **Catering**

- Prepare and cook food for Milestones Museum and support events at both venues
- Ensure a safe tidy working environment at all times
- Support the catering manager with food stock and order
- Ensure stock is put away correctly ensuring stock rotation

### **Food Safety**

- Ensure all HACCP systems are fully implemented
- Ensure protective personal clothing is worn at all times

### **Customer service**

- Deliver high standards of customer service at all times providing a positive customer experience.
- Support café and pub service as necessary to ensure excellent customer service
- Effectively work with colleagues and build positive working relationships for the benefit of the team and customers.
- Comply with health and safety regulations to ensure safety of colleagues and customers.

### **Reporting**

- Complete mandatory records as required by HCT (HACCP records, report maintenance issues and Health and safety documentation)

- Report hazards and defects observed in the workplace and Report any accident, injury or near misses

#### **Other duties**

- To undertake any other duties or projects commensurate with the nature and grade of this post as required by the organisation. The post holder must be willing to undertake duties outside normal working hours.

#### **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

#### **Key competencies of role:**

Deciding and Initiating Action

Following Instructions and Procedures

Delivering Results and Meeting Customer Expectations

Planning and Organising

Working with People

Coping with Pressures and Setbacks

#### **Person Specification:**

##### **Essential qualifications**

- Catering craft qualification. 706/1/2 or NVQ Level 2
- Basic Food Hygiene Certificate level 2

##### **Essential knowledge, skills and experience**

- Previous experience of working as a cook/commis chef
- Experience of preparing, cooking, and serving customers with food and beverages
- Ability to work on own initiative or as directed
- Current knowledge of HACCP, COSHH and health and safety procedures
- Prepare and cook food
- Excellent punctuality

**Desirable qualifications, skills, knowledge or experience**

- Food Hygiene Certificate level 3
- Catering NVQ level 3
- Evidence of continuous work place training
- 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.

**Working Conditions:**

The following section provides an outline of the working conditions that may be encountered in this role.

- Manual Handling of objects of weight 10kg+ on a daily basis
- Using Display Screen Equipment – Desktop PC and Laptop
- Working with food, food handling
- Work Environment: in a hot environment
- Work Equipment/Machinery: could include working with noise over 80Db as defined under The Control of Noise at Work Regulations 2005.
- Wearer of Personal Protective Equipment
- Driving own vehicle for work purposes
- COSHH (Control of Substances Hazardous to Health) – Biological: moulds/fungi e.g. mouldy vegetable matter/bird handling, human blood or bodily fluid, waste
- COSHH (Control of Substances Hazardous to Health) – Chemical: Regular contact with any chemicals including cleaning chemicals