



WorldHorseWelfare

JOB DESCRIPTION

COOK/KITCHEN SUPERVISOR

Responsible to:

Centre Manager

Aim of the Job:

To prepare and cook a range of food suitable for a café style environment ensuring high service standards at all times. To advise on the planning of menus as required for on-site events including conferences and facility hires that required catering.

Duties and Responsibilities:

- To cost, price and order all consumables, food, catering supplies, catering equipment and cleaning goods, ensuring adequate stocking levels in consultation with the Senior Centre Promotions Officer.
- Undertake the preparation and cooking of all food to a consistently high standard.
- Supervise any kitchen staff and/or volunteers under the guidance of the Centre Manager.
- To assist with service if required.
- To ensure the café and kitchen areas are appropriately prepared for visitors prior to opening to include the setting up of tables and chairs, condiments etc.
- To keep the kitchen and preparation areas clean and tidy, including washing dishes etc.
- To clean down the café and kitchen areas at the end of the day to include tables and chairs.
- To ensure all kitchen equipment is functioning properly and safely.
- To ensure the constant cleanliness of all kitchen fixtures, fittings, utensils, appliances.
- To work with the Senior Centre Promotions Officer and Centre Manager in planning and delivering the catering at events.
- To comply with all Health & Safety / Food & Hygiene legislation and guidelines within the kitchen area at all times.

Other Duties and Responsibilities:

To work as part of the team and assist with other duties as and when required.

Health & Safety:

- To comply with the policies of World Horse Welfare to ensure that risks within the working environment are reduced as low as reasonably practicable
- To raise any health and safety concerns with your Line Manager or the Health & Safety Officer based at Head Office

PERSON SPECIFICATION

Essential	Desirable
Qualifications / Certificates <ul style="list-style-type: none"> Food and Hygiene Certificate – Level 2 minimum 	Qualifications / Certificates <ul style="list-style-type: none"> NVQ Level2/3 in Food preparation/Catering
Experience <ul style="list-style-type: none"> Proven experience as a cook Experience in using cutting tools, cookware and bakeware Menu planning Health & Hygiene 	Experience <ul style="list-style-type: none"> Experience of working within the hospitality or events environment. Working within a customer service environment.
Knowledge <ul style="list-style-type: none"> Knowledge of various cooking procedures and methods (grilling, baking, boiling etc.) 	
Skills <ul style="list-style-type: none"> Proven ability to prepare and cook a range of food Ability to read and follow standardised recipes Good interpersonal and people skills Ability to communicate professionally with colleagues at all levels Dealing with customer feedback in a calm and professional manner Ability to work as part of a team and on your own initiative 	Skills <ul style="list-style-type: none"> Basic I.T skills. Operational knowledge of till systems/cash handling.
Personal qualities <ul style="list-style-type: none"> Passionate about food and customer service Good standard of personal hygiene and presentation Have high standards and be quality driven Flexible approach to work and ability to 'think on your feet' Be trustworthy and reliable 	Personal qualities