

Job Title:	Cook/Tearoom Assistant
Team:	Lindy's
Reports to:	Tearoom Supervisor
Period of Post:	Permanent
Location:	Based at Hansel, Broadmeadows, Symington, Ayrshire
Hours of Work:	Normally 35 per week Additional hours may be required to be worked in order to meet the exigencies of the service
Salary scale:	The salary scale for the post is: <ul style="list-style-type: none"> • Point 14 - £18,573 • Point 15 - £18,936 • Point 16 - £19,314

Job Purpose:

- To provide a high quality standard of food for customers, staff and visitors at the Tearoom
- To offer an appetising range of foods and requirements for customers who have special dietary needs

Key responsibilities:

- To prepare, cook, present and serve food for customers, team members and visitors
- To plan menus within an agreed budget
- To prepare and cook food in line with approved recipes and keep food wastage to a minimum
- To be responsible for the upkeep and maintenance of kitchen equipment
- To order food supplies and suitable ingredients in a timely manner, within an agreed budget, in conjunction with the Tearoom Supervisor
- To be familiar with, and apply, all statutory regulations governing food preparation and hygiene regulations (e.g. Food Hygiene regulations, public Health act & Environmental Health Act)

Key Activities:

The post holder will be responsible for the following activities:

- Plans menus within an agreed budget ensuring a variety of healthy options are available
- Prepare cook, present and serving food for customers, team members and visitors
- To maintain an up to date knowledge of recipes in relation to the customer group
- To order food supplies and suitable ingredients in a timely manner, within an agreed budget, in conjunction with the Tearoom Supervisor

- To operate various kitchen appliances and utensils such as oven, grill, blender etc. safely
- Keep the kitchen and work area clean and free of any potential hazards
- To maintain statutory requirements for local authority inspections
- To be familiar with, and implement, all statutory regulations governing food preparation and hygiene are adhered to (e.g. Food Hygiene Regulations and Public Health act & Environmental Act)
- To record and maintain all records of safe food storage, including temperature checks and stock rotation and follow storage of food and stock rotation guidelines
- To clean working area and equipment in accordance with cleaning schedules
- To ensure all crockery and cutlery are washed and put away
- To assist in supervising Assistants and Supported Employees to maintain standards
- To receive and check deliveries and pass on the correct invoicing to the Tearoom Supervisor
- To identify own training needs
- To provide cover for the Tearoom Supervisor where appropriate

Organisational:

- Ensure the values of Hansel are reflected in your work and that all services provided are delivered in line with our vision and core values.
- Ensure that the rights, choices, dignity and safety of our customers are promoted appropriately.
- Assist in the development of a 'Continuous Improvement' culture.
- Represent the organisation in a professional manner at all times.
- Ensure compliance with all regulatory, statutory and legal requirements.
- Recognise and respect the diversity of internal and external customers.
- Support the wider team during busy periods and peak workloads, e.g. team member absences etc.
- At all times comply with the Health and Safety policy and procedures and draw to your manager's attention any unsafe working practice/conditions.
- Ensure you comply with your duties and responsibilities under Adult Support and Protection legislation.
- Ensure that the policies and procedures of the organisation are followed at all times.
- Attend training and supervision sessions as requested by the line manager.

This list is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time. The post holder will be responsible for a combination of the objectives described above dependent upon the requirements of the organisation and customers.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EXPERIENCE		
Proven experience as cook	✓	
Experience in using cutting tools, cookware and bakeware	✓	
Knowledge of various cooking procedures and methods (grilling, baking etc.)	✓	
Experience in supporting people with additional needs		✓
EDUCATION AND TRAINING		
Food Hygiene Certificate	✓	
KNOWLEDGE & SKILLS		
Knowledge of up to date Food Standards	✓	
Ability to work in part of a team	✓	
Ability to follow instruction	✓	
Excellent communication skills	✓	