



JOB DESCRIPTION

<i>Title:</i>	Cook
<i>Place of Work:</i>	Kitchen and Food Services Area under the control of Sodexo Limited.
<i>Scope and General Purpose:</i>	To ensure the prompt and efficient preparation and service of all meals to the company's standard and to the client's satisfaction and maintaining the cleanliness and hygiene of the Unit to the required standard.
<i>Hours of Work:</i>	As per staff rota or with variations in accordance with Contract of Employment.
<i>Responsible to:</i>	Catering Manager
<i>Liases with:</i>	Catering staff

KEY TASKS

1. To be totally responsible for the preparation and presentation of all meals service at the required times and to the required standard as detailed on the menu, ensuring quantities and portions are as per specification
2. To ensure that the Company and Statutory Regulations pertaining to the safe and hygienic operation of the kitchen areas are adhered to by all members of staff and visitors in the absence of management.
3. To assist the management when required with planning menus, rotas, orders, and receiving, checking and storing deliveries as requested. To complete the recipe on line planner and recipe cards for all main meals.
4. To assist in organising theme days / promotions
5. To ensure all work areas and surfaces areas clean and tidy as is practical at all times, especially at the end of the day/shift.
6. To take all necessary steps to ensure maximum security of the kitchen, store and office when on duty.

7. To assist with the cleaning down of the kitchen and premises as per cleaning rota
8. To assist the Management to monitor the performance of staff and provide training and coaching as necessary.
9. To carry out any reasonable request by management or client.
10. To be responsible for completing the temperature & delivery records
11. To adhere to all Company Policy and Procedures regarding Health and Hygiene and Health and Safety

INFREQUENT DUTIES

1. To organise and prepare any special functions which may sometimes be outside of normal working hours.
2. To report and where possible take action about customer and client complaints or compliments.
3. To report and where possible take action for any incidents of accident, fire, loss, theft, damage, unfit food, or any other irregularities when on duty.
4. To attend meetings and training courses as may be necessary from time to time.

In Schools and Colleges with children and/or young persons on site:

Sodexo and the School/College are committed to safeguarding and promoting the welfare of children and applicants/employees must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. S/he will adhere to and ensure compliance with the school/college and Sodexo's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment, s/he must report any concerns to their line manager or to his/her superior immediately.

Print Name:	
Sign:	
Date:	