

Chef / Cook

Job Description and Person Specification

Marwell Wildlife is dedicated to the conservation of wildlife and other natural resources.

As a charity, we are action oriented and at the forefront of conservation work around the world, working in partnership with communities, statutory agencies and other non-governmental organisations.

We engage with over 40,000 children and young people through our conservation educational programmes, and welcome over 500,000 visitors each year to our 140 acre zoological park. In every contact we seek to encourage understanding, and inspire care for the natural world.

Role Profile part one – Role Requirements (Job Description)

Job Title:	Chef / Cook
Grade/Salary:	£7.35 per hour
Hours:	35 hours per week, 5 days from 7, inclusive of weekends
Location:	Marwell Wildlife
Reports to:	Catering Manager and Assistant Catering Manager
Management:	None
Role Purpose and Role Dimensions	<ul style="list-style-type: none"> • Prepare and cook food for both daily sales and functions. • Following all guidelines for food hygiene and health and safety, legally and Marwell Wildlife's own policies. • Daily and weekly ordering of stock. • Monitoring stock take and stock rotation. • Control of ALL food that leaves the kitchen. • Exceptionally good housekeeping. • Take full responsibility for the cleaning of the kitchen. • To deliver exceptional customer service.
Key Internal Contacts:	<ul style="list-style-type: none"> • Catering team
Financial Dimensions:	<ul style="list-style-type: none"> • Working within budget guidelines. • Monitoring and reducing wastage.

<p>Key Accountabilities and Result Areas</p>	<ul style="list-style-type: none"> • The preparation and cooking of all food for daily sales including sandwiches. • Monitoring and guiding staff while working in the kitchen. • The preparation, cooking and delivery of food for functions and weddings. • Help with input of new menus. • Completing all documentation required legally and by Marwell Wildlife. • Working closely with the line manager on all food related issues. • To ensure food preparation areas are clean and tidy. • To ensure stock rotation and stock take are completed. • Daily and weekly ordering of all food related stock. • To ensure all equipment used is safe and clean, reporting any issues to the line manager. • To ensure that Marwell Wildlife's environmental policies are followed. • To maintain a professional appearance while at work. • To be aware of the aims and objectives of Marwell Wildlife. • To maintain a professional appearance at all times in conjunction with grooming guidelines. • To undertake any other duty deemed reasonable as required by your manager.
<p>Other Considerations:</p>	<ul style="list-style-type: none"> • Identify with and contribute to Marwell Wildlife Brand Values, mission and charitable objectives • Adhere to health and safety policy and procedures, identify hazards and undertake appropriate risk assessments as required

Role Profile part two – Person Specification

Qualifications	<ul style="list-style-type: none"> • NVQ level 2/3 in food preparation and cookery or equivalent qualification. • Level 2 Award in Food Safety or equivalent qualification.
Experience	<ul style="list-style-type: none"> • Previous experience of cooking and food preparation in a high volume, multi outlet environment. • Basic understanding of health and safety requirements.
Skills and Abilities	<ul style="list-style-type: none"> • The ability to work on own initiative. • The ability to work on your own and as part of a team. • Excellent verbal communication skills. • Organisation and time management skills. • Basic I.T skills including Word and Excel. • Ability to work well under pressure.
Other	<ul style="list-style-type: none"> • Flexible attitude to working hours
Living the values	<ul style="list-style-type: none"> • An understanding of the values and behaviour expected within this role.
Charitable outputs	<ul style="list-style-type: none"> • An understanding of how this role supports the delivery of our charitable outputs.