

# JOB DESCRIPTION

## Café Cook

<b>Reports to</b>	Cafe Chef Manager
<b>Responsible for</b>	N/A
<b>Hours</b>	35 Hours p/w - Monday to Friday, 7.30am – 3.00pm
<b>Annual leave</b>	25 days (up to 3 days allocated for Christmas closure) + bank holiday

### Job overview

The Café Cook is responsible for producing made to order, takeaway and eat in meals for a café style breakfast and lunch service. Working alongside the Café Chef Manager and Café Assistants, this role will drive forward the social enterprise to ensure an excellent customer experience and delivery of high-quality fresh and appetising food for staff and visitors to the Dunsfold Business Park, as well as providing volunteering and work place opportunities to young people and adults with autism.

### Main duties and responsibilities

- Prepare and serve a variety of high quality, appetising and well-presented breakfasts, light lunches, cakes and snacks to a consistently high standard
- Prepare a freshly cooked takeaway and eat in menu on a 'cook to order' basis in a fast-paced environment
- Listen to all comments and feedback from customers and respond appropriately to ensure a great customer experience
- Contribute to menu planning and ideas to drive variety of choice for customers and improved revenue
- Use a daily cleaning rota to ensure all areas of kitchen are clean, tidy and maintained to the highest standard, including fridges, freezers and floor
- Monitor performance of, and keep daily record of temperature readings of all kitchen fridges and freezers
- In accordance with food handling and hygiene regulations ensure food is packed, labelled, stored and rotated correctly
- Monitor food wastage and ensure that it is kept to a minimum
- Ensure kitchen equipment and utensils are kept in good repair and report any problems to the Café Manager in a timely manner
- Understand, comply with and implement Health & Safety and Food Hygiene regulations at all times
- Understand, comply with and implement all emergency and fire procedures at all times
- Work closely with the Café Manager in the day-to-day operational requirements of the Café
- Take responsibility for the running of the Café when the Café Chef Manager is absent
- Perform any other duties including administrative tasks as required by the Cafe Chef Manager

## PERSON SPECIFICATION

### Knowledge, skills and experience

- Proven experience of cooking & baking in a similar setting (restaurant, café, canteen or pub etc.)
- Qualifications in Food Safety & Hygiene and Understanding Allergens is desirable
- Good communication and interpersonal skills
- Motivated and hard working with the ability to use own initiative
- Confident and customer focused team player with a positive attitude and passion for good food
- The ability to work well under pressure and manage your time effectively
- Driving Licence (Due to remote location)

### Personal qualities

#### Achieving results

- Promptly and efficiently completes work assignments
- Organises the use of resources to meet expectations and identifies difficulties
- Contributes positively to the team
- Initiates collaboration with others and spontaneously assists others in the delivery of their work

#### Building relationships

- Strives to consistently meet service standards
- Responds to and anticipates others' needs in a timely, professional, helpful and courteous manner, regardless of others' attitude
- Builds on successful initiatives to gain support for ideas

#### Planning for the future

- Takes advantage of learning opportunities provided (e.g. courses, feedback from supervisor or peers) to meet requirements of current job
- Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, respective interests and areas of expertise

### THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

**We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment**

**Caring Person-Centred Continuous Learning Integrity Teamwork**