



<b>TITLE:</b> Cook	<b>GRADE:</b>
<b>DIVISION:</b> Leisure	<b>SECTION:</b>
<b>JOB REF:</b>	<b>REPORTS TO:</b> Food and Beverage Manager

#### MAIN PURPOSE

- To provide, manage and develop a high quality catering service.
- To operate a professional, safe and cost effective catering service within the Company's operational standards, complying with all statutory requirements.

#### SUMMARY OF RESPONSIBILITIES AND DUTIES

##### Principle Duties

- Ensure a high standard of cleanliness is maintained in the kitchen;
- Prepare, cook and present all meals attractively. The majority of dishes will be made in-house.
- Supervise food delivery and presentation;
- Keep stock secure at all times, storing foodstuffs appropriately and maintain accurate records;
- Ensure equipment is used appropriately and for its designed use. Report any equipment defects and withdraw from use immediately;
- Comply with Mytime actives policies in terms of Food Safety and Health & Safety, completing and storing all records as outlined in the Quality Management System;
- Maintain, implement and review company procedures and processes as appropriate;
- Maintain good working relationships with colleagues at all times;
- Attend and participate in training sessions and meetings as and when required;
- To carry out all duties with regard to Health & Safety requirements and regulations according to the Health & Safety Policy;
- Report any faults and escalate where appropriate.
- To be responsible for managing the food budget so that expenditure does not exceed the set monthly targets;

- Order all supplies cost-effectively using nominated and approved suppliers; negotiate best value for local purchase arrangements and non-centralised goods.

### **Building and Maintenance**

- Ensure that all food and beverage areas are maintained to the required high standard of cleanliness and presentation.
- Effectively implement and monitor the company's Health and Safety policy and associated procedures
- Ensure that the buildings and grounds are maintained according to industry standards
- To carry out all duties with regard to Health & Safety requirements and regulations according to the Health & Safety Policy.
- Assist in keeping the bar, front-of-house clean and tidy, at all times
- Help to conserve energy and minimise wastage.

### **Marketing and Branding**

- Keep up to date with current promotions and new products.
- To deliver the Company's brands to the highest possible level of quality and to deliver associated programmes and promotions to support the Company's Business objectives.
- Increase the company's image and credibility
- Generate additional revenue by upselling additional products and services.

### **Customer Services**

- Deliver excellent customer service, at all times and resolve any complaints or issues from customers
- Ensure that the food and beverage area is safe, clean and warm before customers enter.

### **SKILLS & ABILITIES**

- Ability to prepare, cook and present food for menus and functions catering.
- The understanding and ability to constantly deliver good quality customer care.
- Ability to communicate effectively with colleagues and customers.
- Neat and presentable appearance with high standards of hygiene.
- Good numeracy skills.

- Ability to use judgement and common sense.
- Ability to work as part of a team.
- Ability to lead and motivate a team of staff.
- Ability to undertake a diverse workload and deliver to a high standard to required deadlines.

**KNOWLEDGE**

- A working knowledge of current food and beverage best practice and practical application in the workplace.
- Commercial awareness.

**EXPERIENCE**

- Experience of working in a similar environment which has included food preparation, cooking and presentation of a varied daily menu, buffets and catering for functions.

**QUALIFICATIONS**

- Level 2 food hygiene certificate

**DATE OF LAST REVIEW:****PREPARED BY:**