

Northumberland County Council
JOB DESCRIPTION

Post Title:	Garden Cafe Cook	Director/Service/Sector Adult Services		Office Use
Band:	4	Workplace: Garden Café, Hepscott Park		JE ref:
Responsible to: Assistant manager, HSU		Date: March 2020	Manager Lever:	HRMS ref: 3679
Job Purpose: To assist Service Manager in the provision of, (or provide, in smaller establishments), Catering Services in the Garden Café, Hepscott Park				
3Resources		Staff	Assistant cook and small number of catering assistants	
		Finance	Shared responsibility for the collection and security of monies relating to the service including till or cashless operation Place orders for supplies	
		Physical	Shared responsibility for the careful use of equipment	
		Clients	To provide a catering service for café customers To provide care and support to volunteers in the café with learning disabilities	
Duties and key result areas: Carried out in accordance with the specification for Catering Services, the Catering Operations Manual and normally under the general direction of a senior colleague, these include, but are not restricted to:- Direct the work of a small team Provide supervision and appraisal to the staff in this team Provide care and support to volunteers with learning disabilities within the cafe Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus. Packing of meals for transport to other locations where appropriate. Oversee the provision of good customer service Washing up, setting up and clearing away equipment and tables Cleaning of the kitchen, surrounding area and equipment. Place orders for supplies Receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets reporting any discrepancies to the service manager Assisting with the administration, collection, reconciliation and security of monies relating to the service including till operation and cashless operation. Keyholder for the safe, and for the building, with responsibility for the security of the building. Contribute to the catering provision at special event as required. Ensure equipment is fit for purpose and properly maintained. Assisting with the operation of vending services where necessary. Assist service manager to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times. Operational control of the kitchen. Ensure compliance with Hygiene, Health and Safety legislation, financial regulations and County Council policy and procedures at all times Checking the kitchen at the end of the day. Attend training as and when required. May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade.				
Work Arrangements				

Transport requirements:	None
Working patterns:	Shift pattern to cover Monday to Saturday café opening times
Working conditions:	A commercial kitchen

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PERSON SPECIFICATION

Post Title: Garden Cafe Cook		Director/Service/Sector: Adult Services	Ref: 3679
Essential		Desirable	Asses s by
Knowledge and Qualifications			
Level 3 food hygiene certificate Knowledge of the full range of tasks together with the operation of associated tools and equipment. Knowledge of Health and Safety legislation relating to a catering environment. Trained in Manual Handling. Statutory / mandatory training appropriate to care work		Working towards or completed a Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking.	
Experience			
Experience in managing a team. Relevant experience of working in a catering environment to include food preparation and cooking. Experience of completing paperwork and administration tasks. Relevant experience of supporting people with learning disabilities		Cooking experience in catering establishment Experience in meeting work related targets.	
Skills and competencies			
Manual skills associated with food preparation and cooking. Basic numeracy and literacy skills Physical skills related to the work Customer care skills A commitment to undertake job related training and personal development. Ability to organise self and to work without supervision			
Physical, mental and emotional demands			
Regular need to lift and carry items of a moderate weight Ability to work in a commercial kitchen environment Regular need to lift and carry items of a moderate weight Flexible approach to work times which may occasionally, be subject to variation Flexible approach to nature of duties performed Post holder may sometimes be required to undertake duties of lower graded staff.		None	

Able to cope with the pressure of a busy café environment		
Other		
	Driving licence Access to motor vehicle for your own use	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits