

**Job Title: Cook**

**Reporting to: Facilities Supervisor**

**Overall Job Purpose:**

To assist in the efficient and economic production of quality food whilst maintaining high standards of cleanliness and hygiene.

**Primary Accountabilities**

1. To prepare hot and cold meals, in accordance with previously agreed menus.
2. To attend and cater for off-site events as required.
3. In liaison with the Facilities Supervisor to plan menus in line with demand levels in relation to sale days and budget.
4. To attend mandatory training as and when required.
5. To assist with the cleaning and storage of all crockery and equipment and ensure that the overall cleaning of the kitchen and dining areas is carried out effectively.
6. To monitor stock levels and liaise with Facilities Manager to order supplies ensuring value for money with suppliers.
7. To maintain a pantry stock record in relation to usage dates and to rotate stock items as per established procedures
8. To ensure that food items are stored at appropriate temperatures
9. To liaise with the Café Team Lead to ensure cover is provided on-site at all times.
10. To report immediately to the Facilities Manager, any illness of an infectious nature or accident incurred by a customer, colleague, self or another.
11. To understand, and ensure the implementation of, the Group's Health and Safety policy, and Emergency and Fire procedures.
12. To report to the Facilities Manager any faulty appliances, damaged furniture, equipment or any potential hazard.
13. To maintain current knowledge with regard to Health & Safety and adhere strictly to legislation relevant to the catering operation. To ensure health and safety standards in the kitchen and dining area and to promote safe practice.
14. To assist when required in the restaurant with duties including:
  - taking orders and serve food and drinks to customers as required.
  - collecting payments from customers.
  - removing dishes and glasses from tables or counters, and take them to kitchen for cleaning.
  - filling service areas with condiments, napkins etc. as required.
15. At all times to work in accordance with the H&H Group values and to promote and encourage working practices within the team to support those values.

**Secondary Accountabilities**

Other ad hoc duties that the employer determines fall within the job holders' capabilities.