

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 Café Lead / Kitchen Lead to plan menus in line with demand levels in relation to sale days and budget.
4. To monitor stock levels and liaise with Café Lead / Kitchen Lead to order supplies ensuring value for money with suppliers.
5. To maintain a stock record in relation to usage dates and to rotate stock items as per established procedures
6. To ensure that food items are stored at appropriate temperatures
7. To report immediately to the Facilities Supervisor, any illness of an infectious nature or accident incurred by a customer, colleague, self or another.
8. To attend mandatory training as and when required.
9. To understand, and ensure the implementation of, the Group's Health and Safety policy, and Emergency and Fire procedures.
10. To report to the Facilities Supervisor any faulty appliances, damaged furniture, equipment or any potential hazard.
11. 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.
12. 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.
 - Ensuring all café and kitchen areas are clean, tidy and well maintained.
 - Replenish service areas with condiments, napkins, products etc. as required.
13. 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.