

Advert for Cook/Chef

Contract Type: Relief Zero Hour

Salary Range: £26403 - £28142

Organisation: Cambridgeshire County Council

Our benefits:

We value our colleagues in Cambridgeshire County Council and have developed a number of benefits in addition to the basics like annual leave, sick pay, pension and mileage...

- A comprehensive **wellbeing package** to cover **all aspects of wellbeing**, both in and out of work, which can also be accessed by your family
- Buy up to **4 weeks additional annual leave** (pro-rata) through our salary sacrifice scheme
- Take your bank holidays **flexibly** to better suit **your personal circumstances**
- Make **Additional Voluntary Contributions** (Shared AVCs) to your pension with tax and National Insurance savings
- Access to **development opportunities**, apprenticeships and qualified coaches to support **your personal and professional growth**
- **Paid volunteering hours** each year so you can make a **positive impact on our community** during your normal working day
- Access to **Peer Support Groups** through our IDEAL staff **equality, diversity and inclusion** network
- Opportunities to nominate and receive **Employee Recognition Awards**
- An **Our Cambs Rewards** account, giving you access to in-store and online **discounts** as well as our **Car Lease** and **Cycle to Work** schemes

Take a look at our Employment Benefits Brochure attached to this advert to find out more.

About the role:

Grafham Water Centre is looking to appoint a Cook. The primary mission is to take full responsibility for the catering facilities and supervise all staff when they are working in these areas. To assist in the running of the catering department in an economical and efficient way, offering an excellent and safe service to customers. To ensure meals and service are delivered to a high standard, and that set policies and procedures are adhered to.

This is achieved by performing various tasks including general cleaning, kitchen setup and preparation, ensuring food safety, partaking in food production & packaging, cleaning, completing actions outlined on paperwork and in our systems.

The Cook is a vital link with our customers, and therefore, your role as a Cook is important to the successful running of our Centre. This is a fantastic opportunity for an engaging, reliable, passionate, and hardworking Cook to work within our kitchen.

For more information, please contact Debbie Cannon at Debbie.Cannon@cambridgeshire.gov.uk

Appointment to this post will be subject to the outcome of an Enhanced Disclosure obtained through the Disclosure and Barring Service. The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

What will you be doing:

- Comply with set policies and procedures and all statutory Health and Safety requirements.
- Ensure the food safety of customers with special dietary needs by following the correct allergy procedures.
- Ensure correct use of facilities and equipment and report immediately any faults to the Hospitality Supervisor.
- Complete all paperwork accurately and in a timely manner.
- Plan, prepare, cook and serve dishes in line with recipes, menus, timescales and standards set.
- Produce meals within agreed budgets and ensure correct stock and portion control.
- Check sign for and unload deliveries.
- Always maintain correct food storage and stock rotation.
- Supervise correct use of kitchen equipment.
- Plan, organise and supervise day-to-day catering operations.
- Assist in the ordering of food and catering consumables.
- Preparation of dining areas, including the erection and dismantling of dining furniture and serving equipment.
- Complete a detailed handover on the changing of shifts.
- Contribute to recipe and menu ideas.
- Work closely with the Hospitality Supervisor to ensure correct stock levels are kept, and excellent catering service is delivered
- To provide attentive service to all visitors
- To ensure that all service areas are set up to the required standard
- To provide catering services to include, breakfast, lunch, dinner and events
- To ensure that all meeting rooms are fit for purpose in accordance with our meeting room standards
- To initiate good customer service and ensure premium service is upheld
- To co-operate with all catering staff and undertake such duties to ensure an efficient and effective service is always delivered
- To project a willing and helpful attitude to employees and visitors
- Assist with ensuring all areas are maintained in a clean & tidy condition, in accordance with the company's Hygiene, Health and Safety policies and procedures.
- To maintain the required standards of personal hygiene and food handling practices, in accordance with the Food and Hygiene policy and current legislation.
- To report any faults as swiftly as possible to the designated person/s.
- Provide excellent customer service to all users of the catering provision.
- Provide hospitality services to conference and special interest groups.
- Liaise with group leaders and the Hospitality Supervisor regarding timings, dietary needs, dining room procedures and any other requirements requested by the customer.
- Maintain the highest standards of cleanliness and hygiene of all catering facilities and equipment.
- Ensured deep cleans are carried out as directed by the Hospitality Supervisor.
- Maintain a high standard of personal cleanliness and hygiene.

About you

Education, Qualifications & Training

Essential:

- Level 2 Food Hygiene Certificate (training can be given).
- Level 1 Cooking/Catering qualification e.g., NVQ 1 or City and Guilds 706/1

Desirable:

- Level 2 Cooking/Catering qualification e.g., NVQ 2 or City and Guilds 706/2
- Level 3 Food Hygiene Certificate.
- First Aid Certificate

Experience

Essential:

- Experience in the Catering/Hospitality industry.

Desirable:

- Experience in a role dealing with customers, ideally both adults and children.
- Experience in supervising and directing the work of others.

Knowledge

Essential:

- Food hygiene and Health and Safety: A sound understanding of current food hygiene practices and legislation.
- Knowledge in the preparation and cooking of healthy, high quality meals for a range of customer needs.
- An understanding of the importance of good customer service.

Skills & Attributes

Essential:

- Ability to produce high quality meals within specified standards.
- Ability to work unsupervised.
- Ability to plan and organise work, and to delegate tasks.
- Excellent team worker with good interpersonal skills.
- Friendly, approachable and helpful.
- Good communicator with adults and children.
- Good personal hygiene and well presented.
- Awareness of individual and group needs.
- Willingness to learn new skills.

Safeguarding

Essential:

- Demonstrate an understanding of the safe working practices that apply to this role.
- Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.

Special Requirements

Essential:

- Flexible to work when required via a rota system, including some early evenings, weekends and bank holidays.
- Appropriate level of fitness to carry out necessary duties.