



# Queen Victoria Seamen's Rest

The Seamen's Mission of the Methodist Church – Established 1843

## JOB DESCRIPTION

<b>Job Title</b>	<b>Cook</b>
<b>Location</b>	<b>QVSR</b>
<b>Reporting to:</b>	<b>Hospitality Manager</b>
<b>Position Type:</b>	<b>Casual / Cover</b>
<b>Hours of Work:</b>	<b>Ad-Hoc on a rota basis which may include evening and weekend working</b>

### Role Overview

As a Cook you will be responsible for high quality food production. You will be assisting the Catering Management in creating and reviewing menu selection on a regular basis. Also, you will be required to order, prepare and serve meals up to high standards.

You will be responsible for all hygiene and HACCP related aspects of the kitchen and restaurant areas. Ultimately, you will be required to offer a wide choice of menu selection which meets the cultural and nutritional needs of residents, staff and the local community.

### Key Duties & Responsibilities

- Ensure that all food is fresh and cooked to order as per the menu guidelines
- Work on the till as required.
- Check and monitor the storeroom, freezers and fridges on a regular basis ensuring that the temperature of meat and frozen goods is taken on arrival, bread and milk orders are checked daily and no dry food packages or tins are damaged.
- Assist the Team Leader to maintain a clean and tidy environment at all times.
- Ensure compliance with dietary and religious requirements required for a diverse customer base.
- Provide guidance to Catering Staff on service and portion control ensuring that all food is safe and served at an appropriate temperature and complies with HACCP and Health and Safety policies.
- In liaison with the Catering Team adhere to departmental practices, including food hygiene, health and safety, waste management, stock control etc.
- Ensure that the cleaning routine is implemented always both in the kitchen and the restaurant area.
- Monitor all kitchen, server and dispensing equipment ensuring appropriate usage and maintenance, reporting any defects to the relevant departments.
- Ensure all new GA's are inducted in regulations regarding food safety, organisational procedures etc.

### Other Duties

- Provide catering support for QVSR functions, meetings and events.
- Regularly update knowledge of Health & Safety and Food & Hygiene Law and ensure relevant practices are carried out in the restaurant / coffee shop.
- Wear appropriate clothing in respect of health and hygiene practices at all times.
- Undertake any other additional duties that are reasonably commensurate with this post.



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## Competencies

- Previous experience of working as a Senior Cook in a similar environment
- Food & Hygiene Certificate
- Experience in catering for up to 100 people
- Good communication and interpersonal skills
- Ability to work as part of a team
- Planning and organisational skills
- Ability to work outside normal working hours on a rota basis.
- Experience in ordering and management of a supply base
- Ability to meet tight deadlines and work well under pressure

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.