



JOB DESCRIPTION

Job Title:	Cook/Centre Assistant
Location:	QVSR Immingham Seafarers Centre
Reporting to:	Centre Manager
Position Type:	Permanent
Hours of Work:	10am to 3.00pm Monday to Friday. Cover Ad-Hoc on a rota basis which may include evening and weekend working

Role Overview

As a Cook you will be responsible for providing a high quality meal service at the QVSR Immingham Seafarers Centre. You will be involved in the ordering, preparation, cooking, presentation and service of meals and assist in creating and reviewing the menu selection on a regular basis.

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

Key Duties & Responsibilities

Food preparation

- Prepare and coordinate breakfast for early morning meetings when required.
- Ensure that all food is fresh and cooked to order as per the menu guidelines and ready for table service and take away.
- Organise buffets for medium-large scale events.
- Ensure compliance with dietary and religious requirements required for a diverse customer base.
- Ensure that all food is safe and served at an appropriate temperature and complies with HACCP and Health and Safety policies.

Kitchen Management & Hygiene

- Ensure that the cleaning routine is implemented both in the kitchen and the dining areas.
- Thoroughly clean the kitchen at the end of each shift and maintain a clean and tidy environment at all times.
- Adhere to departmental practices, including food hygiene, health and safety, waste management, stock control etc
- Provide catering support for QVSR SC functions, meetings and events.
- Wear appropriate clothing in respect of health and hygiene practices at all times.

Other Duties

- Regularly update knowledge of Health & Safety and Food & Hygiene Law and ensure relevant practices are carried out in the kitchen/ dining area.
- Undertake any other additional duties that are reasonably commensurate with this post.
- Work on the till as required covering shop and bar area.

Competencies and Qualifications

- Previous experience of working required - Essential
- Level 2 Food & Hygiene Certificate – Essential
- Experience in catering for up to 100 people – Desirable
- Good communication and interpersonal skills - Essential
- Ability to work as part of a team - Essential
- Planning and organisational skills – Essential
- Ability to work outside normal working hours on a rota basis – Essential
- Experience in ordering and management of a supply base - Essential
- Ability to meet tight deadlines and work well under pressure – Essential

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.