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# Job Description Cook

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| **Post** | Cook |
| **Accountable to** | Board of Directors/ Core Leadership |
| **Responsible for** | Supporting the core leadership team in the provision of meals/catering as required by all the thematic areas |
| **Salary/Scale** | 11.50ph |
| **Hours** | 21hrs per week, including some evenings and weekends |

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**Values and Attitude**: the organization is Christian based in ethos and founded upon staff wanting to serve their community. All ‘The Gap Christian Family centre’ (hereby called the Charity) staff are expected to demonstrate the charity’s values by working positively as part of a team delivering vital high-quality services to those accessing the charity to create a working culture where all are valued and encouraged.

**Thematic Service Area**.

The GAP Christian Family Centre has 5 Thematic Areas that individually and collectively provide projects and services on behalf of the charity to local communities and beneficiaries of the charity.

## **Main Purpose of Job**

1. The cook position is funded for 4 years by the Reaching Communities Fund (Lottery).
2. The cook will be responsible for the provision of meals/catering across all thematic areas of the charity as required and agreed with Core Leadership.

## **Main Duties and Responsibilities**

1. **Main Duties**

* Collaborating with Thematic Leads to review, develop, cook and serve new, exciting, and tasty menus, suitable for the occasion and within a low budget.
* Ensure the highest quality in the preparation of service of dishes.
* Source ingredients in line with organisational requirements.
* Regularly check food and beverage in stock, cooking supplies, tools and equipment.
* Place orders for new supplies in a timely manner.
* Ensure the kitchen is always clean and compliant with Health and Safety, and Environmental Health requirements.
* Ensuring individual dietary needs are considered.
* Support Thematic leads in delivery of activities as mutually agreed.

1. **Safeguarding**
   * To collectively implement the organsation’s Safeguarding policy manual
2. **Health and Safety**
   * To collectively implement the organsation’s Health & Safety policy manual.
3. **Monitoring and Reporting**

* To gather monitoring information on a regular basis as agreed with Thematic Leads.

1. **General**

* Ensure that all responsibilities are undertaken in an effective and appropriate manner which meets the requirements of the charity.
* Seek continuous improvement in order that the charity delivers the best possible service to those that access the charity.
* Undertake such training and attend such training courses as reasonably required by the company to enable you to perform your duties.
* Participate in regular supervisions and annual appraisals with the CEO.
* Ensure that all charity policy and procedures are always adhered to.
* Work in accordance with the charity’s culture, values, aims and objectives.
* Act as a positive ambassador for the charity always.
* Undertake any duties that may be reasonably required from time to time.
* Acknowledging the need for professional sharing of information with relevant parties the cook is required to maintain strict confidentially of information conveyed to them by the Chairperson, Board of Directors, those accessing the charity, staff, and external organisations.
* This role is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service Check and References.

NB This Job description forms part of the Contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at the management discretion. As a general term of employment, the charity may make necessary change to job content, or may require the post holder to undertake other duties, at any location in the Charity’s service, provided that such changes are appropriate to the employee’s role.

I can confirm I have read and agree to carry out the duties and responsibilities contained in this job description.

Name (Please print)

Signed

Date.