

The Wellington Orbit – Job Description

Cook

Job Title	Cook
Line Manager	Manager
Location	The Orbit, 1 Station Road, Wellington TF1 1BY
Hours	30 hours per week. Regular Weekend and evening work will be required
Level/Salary Range	£10.50ph.

We require the applicant to be enthusiastic and energetic and keen to create a center that will benefit the people of Wellington and surrounding areas as well as possess a cheery and welcoming personality.

Role and Responsibilities

- Reporting to the Manager, working in conjunction with the Café Supervisor
- To run the kitchen, including ordering, correct storage and stock rotation, ensuring the kitchen is set up in order to operate, cook for and serve customers, and supervising and helping with the cleaning of all the kitchen areas including storage areas.
- To design and cost out menus and thereafter prepare food.
- To be aware of food waste and use food up imaginatively.
- To supervise the team of volunteers to ensure the kitchen runs with a high level of cleanliness, food hygiene and customer service
- To ensure high standards are maintained in food hygiene and customer service
- To ensure the smooth running of the kitchen.
- To be mindful of the café budget, monitoring sales and expenses to ensure it delivers or betters the agreed budget.
- To maintain relevant records
- To maintain a safe working environment by ensuring Health and Safety is adhered to at all times.
- Key holding responsibilities
- To undertake such other duties as required commensurate position

Essential Skills/Experience	Desirable Skills/Experience
Qualification or experience in catering in a similar setting	Working with Volunteers
Leadership/supervisory experience	
Knowledge of food allergies	
Knowledge of a wide range of cuisines	
Excellent communication skills both oral and written	
Food Hygiene accreditation	
Food safety and management experience	
Budgeting and costing food	
Menu design	
Being adaptable and able to work in other areas if necessary	