



Job description and Person Specification

Post	Cook
Scale	9.82 hourly rate
Responsible to	CEO
Accountable to	CEO
Hours of work	Evening and weekend work required, providing back up as required. Pro rata basis

Job purpose	
<p>Oversees the cafe kitchen by ensuring all health and safety procedures are followed, and managing staff involved in food preparation. Ensuring that the kitchen is cleaned and ready for the next day at the end the working day. Prep work, such as readying salads and any prep for the menu, cooking for our quests. Develop concepts and see these concepts through to completion to maximise the success of Hygge Chooses ingredients and designs and costs a menu based on the seasonal availability of food items. Supports the wider functions and community aspects of Hygge to ensure success</p>	
Main duties	
<ul style="list-style-type: none"> • Work with management to design the menus and provision expansion opportunities • Food preparation • Ordering • Daily health and safety checks completed accurately • Maintaining high standards of hygiene • Stock control • Key holder responsibility/cash handling • Working flexibly to meet the needs of customer 	
Key responsibility's	
1	Project management
1.1	Maintaining and improving the appearance of the kitchen and its equipment.
1.2	Listening, verbal communication with customers and staff.
1.3	Check stock levels are correct and ensure availability and product quality is consistent. Correct stock rotation and storage to reduce wastage.
1.4	To maximise sales and revenue and discuss with Senior Barista and CEO.

1.5	Preform all relevant tasks associated with service including preparation cleaning equipment making sure all h/s admin is completed correctly daily and Hygge's provision is carried out to legal requirements.
1.6	Ensure customer satisfaction and retentions core to delivery.
1.7	Enhances Hygge reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to Hygge and store.
1.8	Opening/closing the café when needed
1.9	Supporting development and facilitation of events, activities and community engagement
2	Café Cook Responsibility
2.1	Ensure health, safety and hygiene of all related food areas are maintained to high standards and legal requirements.
2.2	Ensure that all food is stored and prepared safely and that customers have access to food allergy information.
2.3	Supports monitoring, ordering and ensures correct storage of cleaning chemicals, sanitisations and pest control supplies and requirements.
2.4	Maintains general maintenance, cleaning and troubleshooting of equipment, and where required report and arrange necessary repair or service
2.5	Ensures the kitchen is organised and presented to a high standard at all times.
2.6	Provide day to day support and motivation to fellow staff and volunteer team.
2.7	Cooks guests' orders according to their preferences.
2.8	Determines how much food to order and maintains an appropriate supply at the cafe.
2.9	Keeps up with trends in cooking and the restaurant business to ensure that guests have a positive experience.
2.10	Maintain regular communication with team, Business Support, and management.
2.11	Takes an anti-discriminatory and non-directive approach in all work and supervision of staff
2.12	Takes on extra duties, such as cleaning, when the kitchen is short-staffed, or the cafe is particularly busy.
2.13	Cash up/cash handling as required.
3	H&S and food handling
3.1	Maintain and update relevant qualifications associated to the role
3.2	Maintain a pantry stock record
3.3	Properly stocking food items at appropriate temperatures and working in line with food hygiene and food safety standards
3.4	Prepping various ingredients such as meats and vegetables
3.5	Rotation of stock items and checking 'use by dates' regularly
3.6	Comply with company policy and procedure in relation to infection control and prevention
3.7	Cleaning up kitchen space after cooking each meal and ensuring the prep area and kitchen area is cleaned and sanitised at the end of the shift.
3.8	Maintaining a pantry stock record



3.9	Restocking the pantry and fridge/freezer items as necessary
4	Monitoring and performance
4.1	Maintains Hygge's Level 5 Health and Hygiene certificate.
4.2	Monitors and reports on ingredients costs to maximise profit margins.
4.3	Maintains a positive outlook in all conduct.
4.4	Support and where appropriate lead on organisation achieving quality standards.
5	Information and communication technology
5.1	Ensure manual, electronic and internet information systems are utilised appropriately and maintain where necessary.
5.2	Use social media to promote Hygge and the Store
6	RRISE Centres/properties
6.1	Ensure the maintenance of the security of Rotherham rise properties.
6.2	Ensure the stock of resources and equipment is monitored maintained and used efficiently.
6.3	Ensure maintenance, cleanliness and efficient use of the building and upkeep of furnishings, ensuring appropriate recording and reporting.
6.4	Ensure all relevant health and safety checks are completed or alerted to Business Support
7	Policies
7.1	Maintains safe and healthy work environment by following organisation standards and sanitation regulations.
7.2	Maintaining confidentially throughout on all issues.
7.3	Comply with internal and external regulations, procedures, and other requirements in relation to the organisation, its services, and facilities.
7.4	Opening and closing the café and store to a health and safety, cleanliness and high security standard outlined in the company's policy
8	Personal professional development
8.1	Attend and participate in regular team meetings.
8.2	Undertake professional development whilst ensuring that all existing food safety and food hygiene qualifications are up to date
9	Other
9.1	To undertake duties as required by the CEO commensurate with the grade of post.
9.2	Manage and undertake projects as required by the CEO as may be reasonably required.

Cook Person Specification

		Essential	Desirable	Short Listing Criteria
1. Knowledge, experience, and education/training				
1.1	Previous experience in hospitality/ catering	AF / I		YES

1.2	Experience of anti-discriminatory practice and the implementation of equal opportunities	I		
1.3	Solid catering business understanding and awareness	AF/I		
1.4	Knowledge of health & safety and food hygiene legislation	AF/I		YES
1.5	Experience of achieving results and making a positive difference to customer experience	I		YES
1.6	Experience in managing stock levels	I		YES
1.7	Previous cash handling and cash reconciliation experience	I		
1.8	Relevant qualification, E.g. Minimum Level 2 Food Hygiene and Safety, health and safety training, first aid, Training in Culinary Arts, Experience	AF/CQ/I		YES
1.9	Understanding the importance of confidentiality	I		
1.10	Menu design/ costing experience	I/CQ/R		YES
2. Skills and Abilities				
2.1	The ability to work quickly while remaining consistent	AF/I		
2.2	Ability to use a co-operative/ democratic style of leadership.	I		
2.3	Self-motivating and ability to work independently, use own initiative and work as part of a team	AF/I		YES
2.4	Ability to respond positively to a pressurised environment and adopt a positive approach to problem solving	I		
2.5	The ability to spot issues and opportunities	I		
2.6	The ability to lead by example	I		
2.7	Ability to develop and maintain professional relationships and clear personal boundaries with service users paid and unpaid staff and professionals from other organisations	I		
2.8	Ability to manage and resolve conflict within teams and with service users	AF/I		YES
2.9	Ability to work enthusiastically and flexibly to meet the requirements of the service	I/R		
2.10	Able to demonstrate an ability to manage pressure, prioritise tasks and communicate effectively at all levels.			
3. Behaviours				
3.1	A dynamic individual with a 'can do' positive attitude and approach	AF/I/R		
3.2	Demonstrate trust, openness, and respect in dealing with staff and members of the public	I		



3.3	Flexible approach to tasks and workload	I		
4. Other				
4.1	Willingness to work unsociable hours including weekends	AF/I		YES
4.2	An awareness of the issues, impact and subsequent needs of adults and children affected by domestic and sexual abuse	I		
4.3	Ability to use social media effectively to promote Hygge, events and activities		AF/I	

Key

- AF – Application form
- I - Interview
- R – Reference
- CQ - Certificate or qualification