JOB PROFILE

Job Title:	COOK
Department:	BRIMINGTON LUNCHEON CLUB
Hours	5 Hours per week – Tuesday 2 Hours per month (By arrangement with Parish Council Lunch Club Supervisor) Shopping 4 Hours per month (preferably Wednesday to Friday) Cleaning

Purpose

Ensure effective operation of the kitchen

Relationships:

Accountable to the Parish Council

Accountable for the Luncheon Club Volunteers

Regular liaison with customers when serving meals.

Job Description

- Supervise and lead a team to ensure the promotion of general well being amongst customers

- Prepare and cook food for pre-planned menus, ensure individual requirements or preferences are met

- Completion of duties for compliance with Food Hygiene Regulation

- Stocking taking of store, and shopping for items for meals

- Ensure the security and cleanliness of the kitchen, its equipment and surrounding area

- Report any faults in equipment, or accidents to the Parish Council

- Undertake any training as requested by the Parish Council

PERSON PROFILE

Job Title: Cook - Brimington Luncheon Club

	Essential	**Desirable**
Experience	Provision of catering in a commercial setting either paid or voluntarily Carrying out monitoring checks and controlling stock Planning cost effective menus	Experience of working within similar environment eg School / Care Home / Activity Centre
Skills and knowledge	Preparation and cooking of a full range of meals Ability to respond to individual needs Knowledge of Health and Safety and Food Hygiene to ensure safe working practices, food hygiene standards and personal hygiene practices Knowledge of portion control and importance of nutrition	Supervision of volunteers Knowledge of dietary and cultural requirements
Personal Effectiveness	Ability to relate to work as part of a team	
Qualifications	Basic Food Hygiene * Certificate or equivalent Intermediate Food Hygiene *	NVQ 2 Catering and Hospitality

* Applicants who do not hold these qualification upon appointment will be required to complete this once in post and will be fully supported to do so.