

**GREAT AYCLIFFE TOWN COUNCIL
OAK LEAF SPORTS COMPLEX**

JOB DESCRIPTION

Job Title:	Cook
Responsible To:	Leisure Manager/Duty Manager
Salary:	Salary Band 1 (i) Point 3 – 5 (Bar at SCP 4)

Purpose of the Job

To ensure the effective and high quality catering services are provided to the Council's customers in line with the relevant Council policies.

Main Duties and Responsibilities

1. To ensure that an effective catering service is provided to the Council's customers.
2. To be responsible for the correct usage and cooking of all food. Ensure food consistency and presentation is maintained as per guidelines given.
3. Working as part of a team, to be responsible for menu planning of both daily and functions.
4. To be fully conversant with the range of goods, menus and their prices and where appropriate the quantities in which they are sold.
5. To be fully conversant with the range of kitchen equipment and how it operates.
6. To be responsible for ensuring that the required standards of cleanliness and hygiene with all catering areas are fulfilled.
7. To inform the Leisure Manager/Duty Manager of any problems in the catering or bar areas.
8. To ensure that the catering service is carried out in accordance with legislative requirements and the Council's own policies and procedures.

Equipment / Stock

9. To oversee the delivering of supplies and to check these against delivery notes and ensure new stock is entered onto the stock control cards.
10. To maintain appropriate inventories of stock and equipment.

Health & Safety

11. To fulfil the post holder's duties in relation to Health and Safety requirements.
12. Ensure a safe working environment for yourself, members of your team, members of

the public and others who may be affected by your team's activities.

13. To be responsible for your own health and safety.
14. To co-operate with the town clerk and other managers, so far as is necessary, to enable compliance with and fulfilment of the Council's health and safety rules and legislative requirements, as well as environmental health regulations, recommendations and periodic inspections by the environmental officer

General

15. To maintain appropriate records as required by the Council, food safety manual and the Council's Finance Officer.
16. Participate in team meetings and contribute ideas, etc where possible.
17. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post thereby ensuring an effective service is maintained.
18. To undertake an annual appraisal.
19. To provide mentoring and training to new and current staff.
20. To be aware of all the requirements under the General Data Protection Regulations ensuring that any personal data is stored securely, not shared and not kept any longer than necessary.
21. To maintain confidentiality at all times.
22. To undertake such other duties, commensurate with the grade and responsibilities, as may be required from time to time by the Leisure Manager.
23. Adhere to the staff rota and cover vacant shifts as requested.
24. Adhere to all Council policies and procedures.
25. To assist bar staff as required if the catering workload is of a light nature.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or the level of responsibility or grade.