



Culture Coventry Trust
Herbert Art Gallery & Museum
Jordan Well
Coventry
CV1 5QP

JOB DESCRIPTION

Job Title:	Cook
Reporting to:	Café Manager
Responsible for:	NA

SCOPE

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment of employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

OVERALL PURPOSE AND OBJECTIVE OF THE ROLE

To provide a professional Food and Beverage service, through the preparation of food in Alfred's Café.

MAIN DUTIES OF THE ROLE

1. To cook, bake and assist other staff in preparing food in a fast-paced environment
2. Contribute to menu planning
3. Preparing ingredients and ensuring final products are fresh and adhere to the offer
4. To follow food health and safety procedures
5. Use kitchen equipment in a safe manner
6. Ability to prepare a wide range of ingredients/dishes both hot and cold
7. Follow recipes, including measuring, weighing and mixing ingredients
8. Present, garnish, arrange final dishes and on occasions serve food
9. Adjust food items to accommodate allergies or specific diet concerns
10. Able to keep records and accounts of food purchases
11. Cleaning the kitchen and cooking utensils

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

RESPONSIBILITIES FOR ALL EMPLOYEES

- To embrace and lead by example on the Company's key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.

Pride

Passion

Performance



- To undertake all duties and fully comply with all of the Company's general standards and those relating to the specific requirements of the role.
- To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
- To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
- To interact positively with customers adopting a friendly and professional approach at all times.
- To support the Company's commitment to providing a safe environment for children, young people and vulnerable adults, ensuring awareness of the Company's Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
- To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
- To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

Date Created: 14th October 2021

Date Reviewed:



PERSON SPECIFICATION

Essential Personal Attributes

- Ability to work in a high pressure environment
- Excellent organisational skills
- Efficient manner
- Ability to be thorough, pay attention to detail and ask for clarification when necessary
- Ability to multitask
- Excellent Time-Management skills
- Ability to work well with others

Essential Knowledge and Experience

- Experience as a Cook in a quick service cafe environment
- Experience of menu planning
- Knowledge of cooking techniques and methods
- Ability to use key kitchen equipment
- Level 2 Food Hygiene, or willingness to work towards these
- Level 2 Allergy Awareness, or willingness to work towards these
- Knowledge of current legislation regarding labelling prepared food

Essential Special Skills

- Strong time management skills
- Can adjust food items to accommodate allergies or specific diet concerns;

Special Circumstances

- Ability to work outside of hours for events as required.