

## **Cook Job Description**

This job description sets out the main management duties and responsibilities at Birchanger Sports & Social Club (“the Club”). It is not exhaustive and will be subject to periodic review to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

The post-holder is accountable to the Club Committee as a body, and ultimately to the club membership.

### **Principal Aim**

To provide a high level of service and overall customer satisfaction to Club members and guests whilst managing the kitchen efficiently and effectively, and to promote a friendly atmosphere within the Club, including amongst Club staff.

### **Main Duties and Responsibilities**

#### **Catering**

- . To provide a high quality food offer for Club members and their guests during the specified hours;
- . To prepare and set appropriate prices for daily specials, in line with guidance provided by the Committee and with the aim of providing good value for money to Club members and their guests;
- . To strike the right balance when ordering food supplies and preparing food, having regard to the need to avoid over-stocking/over-preparing and the desire to avoid running out of key products;
- . To ensure that deliveries are in accordance with the order and with the delivery note, and are of satisfactory quality and freshness;
- . To minimise food wastage and losses to an agreed percentage
- . To cater for sports functions such as darts nights, and for special functions such as wakes, outside normal food hours;
- . To keep the kitchen, including all kitchen fittings, equipment and utensils, and fridges and freezers in a clean and tidy condition, by applying a regular and appropriate cleaning schedule.
- . To maintain the highest possible kitchen hygiene standards. – meet the requirements of the Environmental Health Officer as detailed in ‘The Safer Food Better Catering Pack’

#### **Staff**

- . To ensure that the kitchen is adequately staffed
- . To recruit new part-time staff, as required, provided this is within the budgetary framework set down by the Committee;
- . To promote a friendly atmosphere and high morale amongst kitchen staff;
- . To ensure satisfactory staff performance and, in instances where this is not the case, even after the post-holders’ best efforts, to agree a plan of action with the Committee;