**JOB DESCRIPTION**

## **Job Title:**

Cook

## **Reports to:**

Furnace Kitchen Manager

**Hours:**

40 hours per week, predominately day-time hours, inclusive of weekends. Occasional evenings for events.

## **Salary:**

## £26,000 per annum

## **Staff Reporting Directly:**

## Kitchen Assistant

## **Location:**

## The Furnace Kitchen, Coalbrookdale

## **Function:**

Working closely with the Furnace Kitchen Manager and supported by our Executive Chef to take the lead in the creation of our small café menu offering, while effectively managing and guiding our Kitchen Assistant. Ensuring the continued efficiency of the kitchen and the production of consistent, quality food.

You will create and inspect dishes before they are taken to customers, always ensuring high quality and uniformity. You will also take a hands-on role in staffing the kitchen, developing food offerings, and forecasting supply needs.

You will work closely with the Catering Administration Assistant to ensure the restaurant meets all regulations including hygiene, allergens, sanitary and health & safety guidelines.

To put our customers at the heart of everything we do.

**Duties and Responsibilities:**

* Control and direct the food preparation process and any other relative activities
* Assist in the design of menus ensuring the variety and quality of the servings
* Order equipment and ingredients according to identified shortages, while following company proceedures
* Remedy or report any problems or defects
* Be involved in hiring, managing, and training kitchen staff
* Comply with allergen, nutrition, sanitation regulations and health & safety standards
* Foster a climate of cooperation and respect between co-workers.

**Health & Safety:**

1. To keep up to date with all COSHH and HACCP procedures and methods
2. Ensure all employees adhere to uniform standards
3. To report any equipment and/or building fabric faults and any hygiene, health, and safety hazard to the relevant parties.

**Person Specification:**

**Essential:**

* Proven experience as a Chef / Cook
* Exceptional kitchen management
* Outstanding communication and leadership skills
* Up to date with culinary trends and optimised kitchen processes.

Signed (postholder): …………………………… Printed: ……….………….. Dated: …………..….

Signed (manager): ……………………………… Printed: …………………….. Dated: …………..….

**This job description is subject to periodic review.**