



Role Profile

Job Title

COOK

Salary range

Annual Spinal 26

Contract

FTC/Permanent

Main location

Portland College

Hours and basis

38

Reports to

Catering Manager

Date of issue

Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties.

The Catering Department provides high quality food for internal students, learners, citizens and staff as well as Catering and Hospitality for external functions and events.

What you will be doing

Food Preparation and Service

- Prepare, cook, present and serve dishes according to agreed specified standards.
- Be responsible for food ordering, including daily requisitioning, receiving, storage and rotation of products and working within set budgets.
- Ensure that all meals prepared take into consideration the dietary and nutritional requirements of the service user including, allergies and food intolerance, the preparation of textured and moulded meals, ethnic and cultural preferences.
- Be aware of new equipment, culinary techniques and available food products
- Contribute to the continued development of the department.
- Design and implement new and exciting menu ideas and innovations.
- Ensure any deficiencies or malfunctions of equipment are reported as soon as possible to the Catering Manager.
- Respond to requests for catering at meetings, working lunches and events etc.
- Be responsible for the preparation and service of food and beverages to all service users.
- Be responsible for all staff on shift.
- Carry out cleaning duties as required to the specified standard.

Health, Safety & Hygiene

- Ensure the health, safety and welfare of all staff within the kitchen at all times.
- Work in a safe and clean manner at all times.
- Ensure all food is prepared and cooked to the highest standard and meets the recommended legislative requirements.
- Take responsibility for all kitchen due diligence and management systems in accordance with food safety legislation including, food sampling, temperature monitoring and documentation in line with HACCP and COSHH.
- Ensure the work environment is clean and hygienic at all times.
- Adhere to the Health & Safety regulations and to all College policies and procedures at all times.



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- Ensure the kitchen and dining areas are closed and secured at the end of the day, with all windows and doors secured.
- Leave the work area clean, organised and restocked and secure at the end of the shift.
- Ensure that all food items stored in the coolers and freezers are covered, correctly dated and stored in the appropriate areas.

Key results we want to see from this role

- Preparation, cooking and serving of food to very high standards.
- Positive feedback from learners/citizens, co-workers and supervisors about the learning support you personally deliver.

Dimensions of the role

- To ensure all consumables and provisions are managed effectively and minimize waste at all times.
- To ensure the security of the catering department at all times especially during weekend and evening activities.

Key work relationships

- Being an effective role model for the standards of behaviour required by the college.
- Working with customers and members of the public.
- An appreciation of the communication needs of people with disabilities/learning difficulties.

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Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.