



Role Profile

Job Title

Cook

Salary range

Point 26 (dependant on experience)

Contract

Permanent

Main location

Portland College

Hours and basis

38 hours per week (1 in 4 weekends)

Reports to

Catering Manager

Date of issue

July 2021

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the provision of high-quality food for Learners, citizens and staff, along with catering and hospitality for external functions and events.

What you will be doing

Food Preparation and Services

- Prepare, cook, present and serve dishes according to agreed specified quality 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 intolerances, the preparation of textured and moulded meals, ethnic and cultural preferences.
- Be aware of new equipment, culinary techniques and available food products.
- Contribute and implement new exciting menu ideas and innovations.
- Ensure any deficiencies or malfunctions of equipment are reported as soon as possible to the catering manager.
- Respond to any requests for hospitality at meetings, working lunches and events etc.
- Be responsible for all staff on shift.
- Leave the work area clean, organised and restocked and secure at the end of the shift.
- Carry out cleaning duties as required to the specified standard.
- To ensure all consumables and provisions are due diligently managed effectively and minimised at all times.

Health, Safety & Hygiene

- Ensure all food is prepared and cooked to the highest quality and standard and meets the recommended legislative requirements.
- Take responsibility for all kitchen due diligence and management systems in monitoring and documentation in line with HACCP and COSHH, for example food samples and temperature recording.
- Ensure the work environment is clean and hygienic at all times
- Adhere to the Health & Safety regulations, ensuring staff welfare is maintained at all times.
- Ensure the kitchen and dining areas are closed and secured at the end of the day in accordance with departmental close down procedure.
- Ensure that all food items stored in the coolers and freezers are covered, correctly dated and stored in the appropriate areas.

External Function Events

- Participate in the drafting of concept ideas and menus for all external function events.
- Undertake additional paid activity in completing events operations.



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Other Duties & Responsibilities

- Provides learners / customers with appropriate support and guidance in the dining areas
- Such other duties as the management may from time to time reasonably require

Key results we want to see from this role (Direction and Pressure of Work)

- Compliance with all environmental health standards to ensure retention of 5-star rating
- Hospitality availability in alignment with service user expectations.

Dimensions of the role (Managerial & supervisory and accountability)

- Manage the catering area and a team of food assistants on a day to day basis.
- Assist for ensuring overall college food standards
- Adhere to budget levels

Key work relationships

- Liaise with all stakeholders, internal and external across the College as part of day to day duties as Catering tasks are performed.
- Liaise with food suppliers as necessary to ensure continuation and consistency of supplies
- May interact with Learners and citizens as part of everyday tasks.
- Liaise with external customers accessing function events

Working Environment and working patterns

- Within the catering department and restaurant
- Flexible hours to ensure service delivery
- Agree to undertake additional function activity as necessary involving additional paid hours in the evening and weekends in line with business needs

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.