



GANAWAY TRAINING AND ACTIVITY CENTRE JOB DESCRIPTION

JOB TITLE:	Cook
PURPOSE:	Prepares and serves food for customers.
LOCATION:	Ganaway Activity Centre, 268/270 Ballywalter Road, Millisle, Co Down BT22 2LZ
RESPONSIBLE TO:	Centre Manager and House Manager
HOURS:	80 hrs per month and Flexible according to demands of the centre.
RENUMERATION:	£11.50 per hour.
PERIOD OF EMPLOYMENT:	1 st March – 31 st October 2022
EXPERIENCE:	Minimum 3 Years with references.

Main Duties:

- Plan menus and dishes to meet client requirements and preferences
- Prepares foods to the specifications of the client
- Prepares food before the arrival of guests
- Makes adjustments to food items to accommodate guests with allergies or specific dietary requirements
- Ensure proper food service temperature
- Keeps records and food temperature sheets
- Arranges suitable portions and garnishes food to meet client requirements and preferences
- Estimate expected food consumption and liaise with House Manager to order sufficient provisions to meet client requirements and preferences
- Organises preparation of meals in a timely manner before meal service begins
- Operates various kitchen appliances such as a blender, oven, grill, stand mixer, fryers
- Assists other cooks during the food assembly process
- Friendly and approachable with clients to ensure a great meal experience
- Cleans food preparation areas as determined by law and company policy
- Cleans and tidies kitchen and dining room utensils when required.
- Communicates with Centre Manager and Housekeeper about how to improve meal service
- Manages other employees in the kitchen e.g. cook assistants.

Skills and Qualifications:

Essential

- Minimum three years' experience in a similar role
- Hold Current Health and Food Hygiene Certificate
- Culinary Training
- Kitchen Equipment Knowledge

Desirable

- Verbal Communication
- Organisational Skills
- Interpersonal Skills

WHAT YOU CAN EXPECT FROM GANAWAY:

- Training in all areas relevant to your job, and equipment and resources to enable you to carry out your duties competently and safely (does not include personal clothing).
- Support for your personal development.
- Support from the centre management to carry out your responsibilities and to increase communication, fellowship and support between staff.
- Opportunities to be creative within the work structure and programme development.
- Recognition for your efforts and contributions at the centre(s) and in the community.

WHAT GANAWAY EXPECTS FROM YOU:

- Work in agreement with the aims and purposes of The Boys' Brigade and its Training and Activity Centres, and support and develop the Christian ethos and fellowship of the centres as appropriate.
- Uphold the rules of the centres as outlined by staff.
- Participate in appropriate staff training arranged at the centre or outside agency.
- Willingness to work with cross community, adult, youth and additional needs groups.
- Be a responsible member of staff and set a good example to other staff members.
- Use your own initiative to get Centre work done.
- Work towards developing the community spirit of the centres by supporting and respecting other members of staff.
- Respect individuals from diverse backgrounds and refrain from using abusive, sectarian, racial, etc. comments or wearing offensive clothing, e.g. with inappropriate logos.
- Maintain a high standard of safety when working with groups or other staff while using centre equipment or on programme/session.
- Maintain a clean and tidy appearance
- Comply with the Safeguarding principles and guidelines of The Boys' Brigade
- Ensure working within the infection control guidelines.