

Job Description

Job Title:	Cook
Reports to:	Catering Manager
Salary Range:	£18388 - £19,881 dependent upon qualifications and experience (pro rata for part time post).
Hours of work:	Part time 28 hours or Full time 35 hours Some flexible working is required to include evenings and weekends
Normal place of work:	Foxhill House

Overall Purpose of the Post

Assist the Catering Manager to provide an outstanding food and hospitality offer to guests and visitors at Foxhill and to deputise for them in their absence.

Main Duties / Responsibilities:

1. To provide home cooked food for guests and visitors to Foxhill House
2. To work with the Director, Assistant Director and Catering Manager to ensure the House offers guests and visitors a good place of welcome and hospitality.
3. To work with the Catering Manager to develop appropriate menus for guests and visitors, taking into account dietary requirements and food allergies
4. To prepare and cook good quality, nutritious home-made meals for guests and visitors.
5. To prepare refreshments for guests and visitors.
6. To prepare tables for meals and serve as required.
7. To keep the kitchen and servery clean and tidy.
8. To use the dishwashing machine as needed.
9. To ensure that the refreshment areas are well-stocked and replenish regularly as required
10. To undertake all duties in accordance with Health and Safety procedures including Food Hygiene and C.O.S.H.H.

General

- To undertake training as required.
- To attend staff meetings.

Please note: this list is not exhaustive and the post-holder will be required to undertake duties commensurate with the role.

Date: August 2021

Note – this job description does not form part of your Contract of Employment.