

October 2017

Cook Job Description

Job Title: Cook – Petersfield
Hours: Part time **20-30** Hours per week including weekends. NO EVENINGS
Responsible to: Tea Room Manager

Main Duties and Responsibilities

- A) General
 1. Ensure consistently high quality of all food put out from kitchen at all times.
 2. Ensure that all Health and safety and Environmental health requirements are adhered to at all times
- B) Food prep
 3. As required undertake all baking, cooking and food pre-preparation during agreed hours to the daily schedule
 4. Plan, prepare and communicate dishes as required for service by self and others
 5. Handover of kitchen to other staff as required
- C) Service
 6. Receive and acknowledge all kitchen orders
 7. Prepare food in a consistent timely and hygienic manner at all times in accordance with the BTR Manual and recipe book.
 8. Plan and self manage the sequence of orders targeting 20 minute maximum wait time
 9. Liaise with front of house where required, and in particular if there are any delays
 10. Ensure that complete orders are fulfilled simultaneously
 11. Ensure that all food is presented in accordance with instructions and manuals issued and given from time to time
 12. Maintain cleanliness of Kitchen at all times and washing as required
 13. Remain aware at all times of order waiting times working towards agreed targets
 14. Ensure all checklists are maintained and activities required undertaken
- D) FOH
 15. As required during busy periods, assist in order taking, table clearing and preparing drinks.

PERSON SPECIFICATION

Essential Personal Attributes	Desirable Skills and Experience
<ul style="list-style-type: none"> ◆ Exceptional self presentation ◆ Enthusiasm and passion ◆ Good sense of food hygiene ◆ Ability and willingness to apply structured and methodical processes to work ◆ Willing to be flexible and adaptable as required ◆ Ability to work very effectively as part of a team with a manager ◆ Catering Kitchen and Kitchen service experience 	<ul style="list-style-type: none"> ◆ Food Hygiene certificate ◆ Interest in food, books and service generally ◆ Waiting/Front of House experience, in particular in a Tea Room establishment ◆ Interest and enthusiasm in books and bookselling ◆ Retail experience, in particular in a bookshop ◆ Ability to work flexible hours and shifts as required, occasionally at short notice



TEAROOMS • BOOKSHOP

Name:		Date of Birth:	
Address:			
Phone:		Mobile:	
Job You are applying for	COOK – Petersfield		
Relevant experience			
Current work & responsibilities			
How often do you eat out?		Where?	
Relevant Certs/Training			
Normal availability			
Why do you think this job is for you?			
When can you interview?		When can you start?	

Return complete form to :
Beatons Tea Rooms
30 High Street, Petersfield,
Hampshire, GU32 3JL

OR email to :
petersfield@beatonstearooms.co.uk