

March 2017

**Cook Job Description**

**Job Title:** Cook - Crowthorne  
**Hours:** 30-40 Hours including some 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**

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