

Job Title

Assistant Head Cook

Job role and responsibilities

Responsible to: Catering Manager/ Head Cook. Cranedale Centre Manger.

Purpose of the job:

A senior member of the kitchen team, working closely with and reporting to the Catering Manager/Head Cook. To produce quality food to menu specifications and standards that are expected within the Cranedale Centre. Checking over the Dietary information and requirements of the visiting Schools and colleges and ensuring that their needs are provided for.

This post will have the responsibility for all aspects of the kitchen when the Catering Manager/Head Cook is absent, maintaining the required high standards. Creativity and enthusiasm for good food and its presentation is essential. An understanding of budgetary control and elements of catering costs is required.

To work with the Catering Manager/Head Cook to further develop the catering operations introducing varied and more complex menus and ordering systems.

Duties and Responsibilities

To report to the Catering Manager/Head Cook with any issues or incidents, with staff or visitors, that arise during the shift.

To work with the Kitchen team to produce food for the Cranedale Catering Department to a high standard on a daily basis

Writing up the dietary requirements of the visiting staff and students and providing a seating plan for the Evening service.

Writing up the sandwich board and evening Menu board considering diets and Allergen information as required.

To take responsibility for the daily paperwork and to ensure that the temperature records are done on a daily basis.

All deliveries are correctly stored and stock rotation is adhered to at all times.

In conjunction with the Catering Manager/Head Cook, stock audits are carried out.

To ensure that the kitchen areas are cleaned as per the cleaning schedule.

To ensure that the Catering department is secured at all times according to instructions laid down by the management.

To cover all duties normally assigned to the Catering Manager/Head Cook in their absence.

Communicate efficiently and effectively throughout the Centre.

To help and assist in the other areas of the kitchen according to the weekly staff rota as set by the Catering Manager/Head Cook.

Other Duties and Responsibilities

To undertake training and development as appropriate to the position or to the introduction of any new equipment or working practices and procedures.

To carry out any other duties as appropriate to the post and as requested by the Catering Manager/Head Cook or The Cranedale Centre Manager.

Cranedale Centre Feedback forms are monitored, reviewed and discussed with the Catering Manager/Head Cook and the catering team.

Maintenance

To maintain all equipment within the catering operation through due care and diligence as instructed.

To advise the Catering Manager/Head Cook of any equipment or system malfunction.

Report any Equipment or Building defects in the Cranedale maintenance file held in the office.

Health and Safety

Ensure the company's Health and Safety policy is fully promoted and arrangements have been made to carry out the policy.

To understand and have a working knowledge of all current Health and Safety legislation and Food Hygiene legislation and to be conversant with the rules contained therein.

Ensure cleaning is carried out as per the cleaning rota

Ensure day dotting is carried out as per HACCP

Quality of goods purchased is monitored.

Report any Pest activity or sightings promptly to the Catering Manager/Head Cook or the Cranedale Centre administration department.

To report and where possible, to attend to and take all necessary action, statutory and otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and or report.

Remuneration

The AHC would receive an annual gross salary of £21,461.60 (£1788.46 per month) inclusive of holiday pay. During our closedown periods (December, most of January and August) there would be little work required however where we have visitors staying overnight you would be expected to work.

Application

To apply please contact the Catering Manager Paul Bates with your CV and Cover Letter at paul.bates@cranedale.com or call 01944 738687 for further information.