

SHILDON TOWN COUNCIL
JOB DESCRIPTION

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| POST TITLE: | Assistant Cook | | |
| DEPARTMENT: | Shildon Civic Hall | GRADE: | £9.62 (pay award pending) |
| CAR USER STATUS: | N/A | LOCATION: | Civic Hall |
| RESPONSIBLE TO: | Civic Hall Manager/Bar and Catering Supervisor | | |
| RESPONSIBLE FOR: | | | |

KEY ROLE (JOB PURPOSE)

To cook, prepare, serve and presentation of all food whilst ensuring high levels of customer satisfaction.

DUTIES AND RESPONSIBILITIES

- To prepare, cook and present all meals
- To ensure compliance with all relevant Health and Safety and Food Hygiene requirements
- To undertake general kitchen duties ensuring the kitchen is kept clean and tidy at all times
- Ordering from suppliers
- Complete and comply with all administration processes, maintain training and cleaning records and ensure compliance with procedures.
- Ensure all defects in plant and equipment are reported and recorded in accordance with procedures
- The post holder must wear the appropriate uniform as provided and where applicable
- The post holder is expected to work flexibly and to undertake any other duties which contribute to the delivery of the Town Council services

The main duties and responsibilities of the post outlined above cannot fully define the existing or future activities that the postholder may be responsible for.