

SHILDON TOWN COUNCIL
JOB DESCRIPTION

POST TITLE:	Assistant Cook		
DEPARTMENT:	Shildon Civic Hall	GRADE:	£13.05 p/h
CAR USER STATUS:	N/A	LOCATION:	Civic Hall
RESPONSIBLE TO:	Civic Hall Manager/Civic Hall Deputy Managers		
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 rules and legislative requirements and Environmental Health regulations.
- To undertake general kitchen duties ensuring the kitchen is always kept clean and tidy
- Ordering from suppliers
- Complete and comply with all administration processes, maintain training and cleaning records and ensure compliance with policies and 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.

General

- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

- To maintain confidentiality

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. Responsibilities provided above may, therefore, vary from time to time without changing the character, level of responsibility or grade.