

Job Description
Cook

**Reporting to:** Catering Manager

**Important relationships with:** Catering Assistants
Visitor Operations Team
Suppliers

**Location:** Markshall Estate, Coggeshall, Essex CO6 1TG

**Transport:** Please note that the rural location of the Estate means that

the successful candidate must have access to reliable private transport.

**Hours:** Part time 15 hours per week 08:30-16:30 2 days per week working on a rota basis, including weekdays, weekends, bank holidays and occasional evenings.

**Salary:** £11.00 per hr.

# Role description:

The Orchard Kitchen café at Markshall Estate is a popular all year-round destination for customers to enjoy morning coffee, breakfast, lunch, afternoon tea, snacks, and refreshments. The Café caters to the requirements of visitors to the Estate wanting to refuel after a walk and those looking for a welcoming and relaxed environment where they can share delicious, quality, home cooked foods, with friends and family.

# The Cook is responsible for delivering all aspects of cooked and cold food preparation. Working with the Catering Manager the Cook will develop and produce an imaginative menu appropriate to the venue and visitor profile, with the focus on fresh, local, seasonality, while ensuring the highest standards of food hygiene, health and safety procedures and service. This is a varied role which is hands on, working alongside staff in both the kitchen and occasionally front of house. Balancing a range of priorities and a busy workload to meet customer demands is essential.

# Key result areas:

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| **Kitchen*** Food preparation and service. Cooking and baking using fresh ingredients to produce tasty ‘home cooked’ style dishes with attention to detail.
* Advance daily preparation and correct storage of essential ingredients (including simple salads, jacket potato and sandwich fillings).
* Preparation of fresh sandwiches and baguettes, restocking during service and making to order.
* Cooking main meals, including daily specials.
* Baking, cakes, scones, flapjacks and biscuits on site and presentation of all pre-prepared items.
* Kitchen cleaning and hygiene including washing up, manually and by machine.
* Undertake all tasks as trained and directed to ensure high standards of hygiene and safety are met at all times.
* Ensure all areas are kept clean, tidy and well stocked throughout the day.

**Food Hygiene, Health & Safety** * With the Catering Manager, ensure the safety of staff and visitors by complying with all legal and organisational policies and procedures relating to hygiene, Health and Safety, fire, and security.
* With responsibility for the standards of hygiene at the café you will hold a Food Hygiene Certificate Level 2. Training provided if required.
* Record daily temperature checks on food and equipment, take appropriate action if required.
* Always ensure the highest standards of hygiene for the front of house and kitchen, setting and administering daily cleaning schedules.
* Ensure all items of food are appropriately labelled according to current legislation and stored both during, and at the end of each day.
* Maintain up to date record keeping for food wastage.
* Ensure all catering equipment is used as instructed, observing safe practice.
* Ensure all equipment is cleaned and maintained according to recommended guidelines, reporting any breakages or unsafe equipment to the Catering Manager.
* Take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions at work including staff and visitors.
* Ensure neither yourself or other staff, volunteers or visitors are put at risk, and implement safe working practices.
* Assist in keeping the workplace a safe environment by following all health and safety policies.

**Customer Service and Presentation*** You will have good verbal communication skills and be able to support colleagues and members of the public confidently.
* Ensure an excellent catering experience for visitors to the café, maintaining presentation standards, and a high-quality product.
* When necessary, assist in ensuring front of house service is efficient, runs smoothly, is well presented, tidy and promotes a quality catering experience.
* Ensure menu boards and notices are current and in line with brand guidelines.

**Budget and Finance*** Help manage catering related costs efficiently, continually seeking to save where possible and maximise income.
* Support the enhancement of the catering experience, including mobile catering/ satellite outlets across the Estate, group visits and events.
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| * Work with the catering team to minimise food wastage.
* Support recycling and sustainability initiatives.

**General*** Be punctual, reliable, and work as part of a team.
* Work to a rota, this will include weekends and some bank holidays.
* Be well presented and maintain high standards of personal hygiene.
* Capable of working under pressure.
* Attend catering team and operational staff meetings as required.
* Be accountable for your own development, identifying training needs and opportunities to develop skills.
* Perform other duties and tasks as may reasonably be requested.
* Work within the terms and conditions of employment and adhere to the workplace policies and procedures.
* Always demonstrate professionalism.
* Manage time and workload effectively, take responsibility for all aspects of your work.
* Build strong relationships across the organisation with staff and volunteers, promoting a culture of excellence, professionalism, and consistent communication.
* Demonstrate awareness of equal opportunities for all and a deep understanding of diversity and social inclusion through your work and communications.
* Maintain a broad interest in the long-term success and development of Markshall Estate.
* Any other duties which may be reasonably requested by Markshall Estate Management that are within your skill set.
* Work within terms and conditions of employment, adhere to the Charity’s policies and procedures.

**Knowledge and experience:**Essential* Previous experience of working successfully as a Cook/Baker in a busy commercial kitchen.
* A passion for creating high quality dishes using locally sourced ingredients.
* Basic food hygiene qualifications
* Good working knowledge of Health and Safety requirements within the kitchen.
* Ability to work effectively in a busy environment.
* Ability to use initiative and work independently and as part of a team.
* Enthusiasm for the work and willingness to learn about Markshall Estate and the work of the Charity.
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