

Westcott House

JOB DESCRIPTION

This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

JOB TITLE:	College Cook
REPORTS TO:	Domestic Bursar
STAFF RESPONSIBLE FOR:	Assistant College Cook, Kitchen Assistant, Kitchen Porter
HOURS OF WORK:	37.5 hours per week
CONTRACT TYPE:	Permanent From 34 weeks (Term time) to 52 weeks (Full time) dependent on circumstances and candidate
SALARY:	in the range £27,000 to £30,000 pro rata
BENEFITS:	Non-contributory pension scheme and death in service benefit Meals during term time Free parking (subject to availability) 33 days annual leave (incl. bank holidays)

PURPOSE OF THE JOB:

- To provide a well-run, excellent quality and cost-effective food service for students, staff and guests (customers) at Westcott House in term time and vacations, and to oversee a small team. You will be responsible for a hospitable service to a community that seeks to create the atmosphere of an extended family.
- The College Cook will be contracted to work 52 weeks per year.
- Term time meals involve a continental breakfast, staffed by the Kitchen Assistant; cooked lunch for 40-60+ covers and cooked dinner for 20-50+ covers, Monday to Friday. On particular occasions the numbers can increase. The capacity of the main dining hall is 64. Weekend work will be required from time to time and particularly out of term.
- During the vacations, the college is used for conferences, visiting groups, bed and breakfast and other individual guests.

KEY TASKS AND RESPONSIBILITIES:

- Responsible for the college catering function, operating within an agreed budget.
- To prepare food to a good home-cooking standard with flair and imagination using locally sourced, seasonal and sustainable food where possible and obtained at competitive prices. To attend to nutritional balance and particular dietary requirements.
- To understand and keep up to date on menu planning, cooking methods, and customer needs. To provide excellent quality and variety on all menus, while being particularly attentive to specific requirements, such as vegetarian and vegan.
- Plan and cost menus to meet customer requirements Monday to Friday during term time and oversee occasional special term time functions.

DATE: August 2022

- To provide a range of costed menus for separate groups of conference delegates and guests, assisting conference organisers and others in menu planning.
- Oversee a small team consisting of an Assistant College Cook, Kitchen Assistant and Kitchen Porter. To provide good supervision, annual appraisals, performance management and developmental opportunities within budget. To be responsible for staff training, ensuring exacting standards are maintained and recommend training where necessary. To maintain an efficient, respectful and friendly atmosphere within the team and within the food operation as a whole, working to the highest standards.
- Keep up to date on relevant food, hygiene, health and safety and other relevant legislation and codes of practice. Ensure that the catering operation complies at all times with such standards, including the maintenance of all requisite records for inspection.
- Manage the delegated budget on a day-to-day basis. Maintain financial records, checking suppliers' invoices against delivery notes, and invoices against monthly statements. Provide accurate financial data for the college finance department.
- Monitor hours worked by staff and maintain records. Ensure that the Domestic Bursar approves any time in lieu (and in exceptional circumstances, paid overtime), and holidays for staff according to college guidelines, for yourself and all catering staff. Provide the Domestic Bursar and finance department with all necessary information and paperwork.
- Develop an alternative and more customer-centred but economic approach to the current meal booking system.
- Order stock from approved suppliers, maintain proper stock control, and monitor costs. To be aware of good practice purchasing and to regularly seek value for money.
- Work closely with the Domestic Bursar and conference delegates and guests to ensure the highest standards of service and hospitality to visitors of the college.
- To provide teas and coffees, sandwich lunches, private lunches or dinners and other additional catering requirements of the College.
- Participate in regular college planning meetings and be a member of the university catering staff body.
- To assist in the development and review of catering policies, practices and procedures.
- During holiday and sickness to carry out the tasks and responsibilities of the Assistant College Cook, Kitchen Assistant or Kitchen Porter.
- To undertake any other appropriate tasks as required by the Domestic Bursar or Principal.
- To act at all times in the best interests of the College.

- Your average working week is 37.5 hours which includes working a shift pattern that includes evenings and may include split shifts.
- You will be required to work at weekends from time to time.
- You will be required to work public holidays during term time and other additional hours from time to time, including in vacations for conference and bed and breakfast customers, when authorised and as necessitated by the college.
- Any authorised additional hours worked will be taken as time in lieu or in exceptional circumstances as overtime paid at the rate of single time of hours worked up to full time hours and time and a half thereafter.

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