

COOK MANAGER – HELLEDON COMMUNITY CAFE

JOB DESCRIPTION

The Cook Manager is an exciting role created as a result of the reopening of Hellesdon Community Centre.

The Cook Manager will have these duties:

- To be responsible for the running of the community café at Hellesdon Community Centre.
- To bake and store products in accordance with food hygiene guidance, ready to serve to customers.
- To serve customers in a polite and friendly manner.
- To ensure stock control and stock rotation are completed in accordance with food hygiene guidance.
- To order stock and ingredients, liaising with office staff for the relevant purchase orders.
- To hold a balanced amount of stock, and plan the amount of stock required for future service.
- To clear tables of crockery and cutlery when customers have finished, and disinfect tables.
- To keep the kitchen in accordance with Safer Food for Better Business
- To complete food hygiene checklists and diaries in accordance with Safe Food for Better Business.
- To keep kitchen clean, tidy and hygienic throughout the day.
- To have a sound knowledge of allergens and be able to communicate allergens to a customer if asked.
- To report any repairs required to the kitchen to the caretaking team.
- To have good cash management skills and assist in the daily cash reconciliation process.
- To keep card machine safe.
- To assist in the annual budgeting process for areas under job description jurisdiction.
- To make suggestions for themed days
- To attend training that is deemed necessary for the running of the community café.
- The supervision and training of café staff
- Any other task as directed by Hellesdon Parish Council befitting of the skills and grade of the staff member.