



JOB DESCRIPTION

JOB TITLE:	Head Cook (with baking duties)
LOCATION OF POST:	Loaf Cafe, Grosvenor Rd. Belfast (need to be available to work on other Loaf sites as required)
REPORTS TO:	Social Enterprise Manager
HOURS:	Full time (40 Hours per week)
SALARY:	£18,000
MAIN FUNCTION:	The post calls for an excellent Cook/Baker with the ability to work as part of a team in a fast paced, high volume catering environment producing high quality home cooked food for Loaf Cafes and Corporate catering. He/she will work with staff and management to support and build upon our exciting brand which promotes healthy eating while creating training and employment opportunities for local people with learning difficulties.

MAIN RESPONSIBILITIES

Customer/Stakeholder

1. Preparation and cooking of all meals produced at the Cafe and for corporate catering. This will include cooking food and overseeing food preparation and presentation undertaken by other staff to ensure maintenance of high standards.
2. Ensure that all food is prepared and presented to a consistently high standard and ensure that these standards are maintained in line with company policy and branding guidelines.
3. Inspire and support NOW catering students through provision of training and assessment opportunities in conjunction with training staff.

Finance

4. Ensure portion control and minimisation of wastage to maintain profit margins. This will include overseeing and monitoring preparation and presentation of food by other Cafe and corporate catering staff to ensure that gross profit targets are met and quality standards are maintained.
5. Ensure labour percentage targets are achieved.
6. Ensure purchasing budgets are met.
7. Monitor deliveries and liaise with suppliers to ensure maintenance of quality and value for money, as per NOW purchase order & procurement procedures.
8. Follow organisational guidelines in place for the ordering, receipt, issue and usage of all stocks and materials.



Internal Processes

9. Comply with organisational, and legal codes of practice and conduct.
10. Ensure the highest level of hygiene standards are maintained and monitored frequently and that Loaf retains its Scores on the Doors recognition.
11. Work with NOW's Training Coordinator to develop an understanding of the NVQ and Essential Food Hygiene systems and ensure standards are implemented and maintained .
12. Ensure the notification to Senior Management of any untoward incident / accident involving either staff or trainees, and the recording and reporting of any such incident / accident to the appropriate authorities.

Learning & Growth

13. Supervise cafe staff when assisting with food preparation in conjunction with Cafe Supervisor, which includes work allocation, training, and problem resolution.
14. Contribute to the development and maintenance of innovative menus for Loaf which ensure high customer satisfaction, in conjunction with the Loaf Head Chef.
15. Meet Key Performance Indicators and participate in annual appraisals and regular team meetings.
16. Participate in regular briefings with staff to ensure effective communication and service delivery.
17. Undertake any training as deemed necessary by Social Enterprise Manager and carry out any other duties as deemed appropriate to the post by Social Enterprise Manager.

Health and Safety

18. Ensure the implementation and observance of Health and Safety Regulations including Fire, Hygiene H.A.C.C.P and C.O.S.H.H and timely completion of appropriate records as agreed with Social Enterprise manager.
19. Maintain food hygiene & cleanliness standards
20. Take responsibility for the safety of staff, trainees and customers within the catering business.
21. Maintain 5 star scores on doors rating.

Equal Opportunities

22. Understand and promote Equality of Opportunity.

Other

23. Be available to work on any other Loaf Catering site if required.
24. Available to work evenings, weekends and public holidays on a rota basis as required.

This job description is not definitive and may be subjective to review as the duties and the responsibilities determine.



PERSONNEL SPECIFICATION SHORTLISTING CRITERIA

Circumstances

1. Ability to be flexible and adaptable and to work evenings, weekends and public holidays on a rota basis as required.
2. Ability to work on own initiative and without direction.
3. A can-do attitude and able to work in a team.
4. Hard working with a willingness to learn.

Qualifications

5. NVQ Level 2 Catering & Hospitality or equivalent eg City & Guilds.
6. Essential Food Hygiene Certificate.

Experience

7. At least 2 years paid experience working as a cook/baker within a busy catering environment.

Knowledge

8. Sound knowledge of Health and safety Procedures including COSHH & HACCP.

DISERABLE CRITERIA

Qualifications

1. Bakery or Patisserie qualification.
2. A1 / A2 Assessor Award or prepared to work towards same.
3. Intermediate food Hygiene Certificate or willing to work towards same.

Experience

4. Experience of working with adults with a learning disability.

Knowledge

5. Sound knowledge and experience of catering for customers with different dietary requirements.