



*We're a social enterprise supporting people with learning difficulties and autism into jobs with a future*

#### **JOB DESCRIPTION**

<b>Job title</b>	Cook (with baking skills)
<b>Location</b>	LOAF Cafe-Bakery, 307-309 Grosvenor Road, Belfast, BT12 4LP (required to work across all LOAF sites as & when required)
<b>Reports to</b>	Head Cook
<b>Hours</b>	25
<b>Salary scale</b>	£8.50 per hour
<b>Benefits</b>	22 days annual leave plus 12 statutory days (pro-rata) Work Life Balance Policy Access to Confidential Staff Counselling & Financial Advice Service Stakeholder Pension Scheme Employers for Childcare registered

#### **Mission**

Changing the lives of people with learning difficulties

#### **Core Values**

Equality  
Empowerment  
Entrepreneurship  
Excellence

#### **Vision**

A society where people with learning difficulties, live, work and socialize as valued citizens

#### **Main function**

The post calls for an excellent Cook 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 co-ordinate and prepare a range of food including soup, sandwiches, salads, hot pots and freshly baked goods and deputise for the Head Cook during her absence.

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.



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#### **Main responsibilities**

1. Work with Head Cook on 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. Deputise for Head Cook during periods of annual leave or other absence reporting to ensure smooth running of catering operation and prevent disruption to service.
3. 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.
4. Supervise cafe staff when assisting with food preparation in conjunction with Cafe Supervisor, which includes work allocation, training, and problem resolution.
5. Inspire and support NOW catering students through provision of training and assessment opportunities in conjunction with training staff and notify Senior Management of any untoward incident/accident involving staff or participants.
6. 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.
7. Follow organisational guidelines in place for the ordering, receipt, issue and usage of all stocks and materials.
8. Ensure the highest level of hygiene standards are maintained and monitored frequently and that Loaf retains its Scores on the Doors recognition.
9. 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.
10. Participate in regular briefings with staff to ensure effective communication and service delivery.
11. Undertake any training as deemed necessary by Senior Management and carry out any other duties as deemed appropriate to the post by Senior Management.
12. 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 Loaf Supervisor.

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



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#### **PERSON SPECIFICATION FOR THE POST OF COOK—SHORTLISTING CRITERIA**

##### **Essential criteria**

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 and take responsibility for all food production in the absence of the Head Cook
3. A can-do attitude and able to work in a team.
4. Hard working with a willingness to learn.
5. NVQ Level 2 Catering & Hospitality or equivalent eg City & Guilds *OR*  
At least 3 years experience of working at a senior level in a busy catering environment.
6. Essential Food Hygiene Certificate.
7. At least 2 years paid experience working as a cook/baker within a busy catering environment.
8. Sound knowledge of Health and safety Procedures including COSHH & HACCP.

##### **Desirable criteria**

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

*Please note that shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The Shortlisting Panel will not make assumptions as to your circumstances, qualifications, and experience.*

*Employment with NOW Group may be subject to a check from the Access NI Service. For positions in regulated activity a check of the Data Barring Service (DBS) will be required.*

*For further information please refer to the Access NI Code of Practice*

*at: <http://www.nidirect.gov.uk/accessni>*