

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: **Cook**

RESPONSIBLE TO: **Catering Manager**

Main purpose of post:

To be responsible for cooking meals within the College refectory

Responsibilities:

- Cleans food preparation areas as determined by law and company policy
- Prepares foods to the specifications of the Catering Manager
- Makes adjustments to food items to accommodate guests with allergies or specific diet concerns
- Seasons food according to recipes or college needs
- To prepare functions as and when needed
- Places daily orders as required
- Operates various kitchen appliances for example : Combi oven, fryers and other kitchen equipment
- To ensure that all kitchen equipment is operating effectively and report any faults to the Catering Manager or Assistant Catering Manager
- Portions, arranges, and garnishes food
- Assists Catering Assistants during the food service if needed
- Estimates expected food consumption and organises preparation
- Keeps records of all due diligence
- Meets with customers to ensure a great meal experience
- Prepares any necessary sauces or accompaniments before meal service begins
- Ensures that the kitchen and Refectory area is kept clean and tidy at all times
- Communicates with Catering Manager or Assistant Catering Manager about meal planning and any alterations if needed
- To have basic computer skills to access the college Intranet and online ordering systems
- To be aware of and abide by the College health and safety procedures
- To proactively implement the College's policies and procedures
- Any other duties commensurate with the post as directed by the Principle and/or Catering Manager.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

Date: June 2022	Signature:
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