

Job Description

Job title	Almshouse Cook (part time)
Location	The Hospital of St Cross, Winchester
Reports to	Clerk to the Trustees

Job summary To run the Brothers' kitchen. To plan, prepare and serve a freshly cooked two-course lunch daily, from Monday to Friday, for up to approximately 10-12 people per day (numbers vary day to day). To create and produce items for sale in the Hundred Men's Hall Tearoom.

Main duties

1. Responsible for planning the weekly menu, taking into account special dietary needs where feasible; liaise with the Brothers' Warden for information about Brothers.
2. To maintain food stocks in the kitchen, preparing shopping lists as necessary.
3. To place food orders with relevant suppliers or do food shopping, working to an agreed budget.
4. To prepare, cook and serve meals on a daily basis in accordance with the planned menu.
5. In discussion with Management, make a creative contribution to develop and cook signature cakes, buns, soups and savouries for the HMM tearoom.
6. To keep an accurate record of diners and "no-shows" on weekly attendance sheet.
7. To be responsible for the health, safety and hygiene of the kitchen and dining room plus associated equipment; keeping all areas clean and clear of hazards.
8. To ensure that the kitchen is left clean and tidy at the end of each shift (includes a floor wash). Ensure that the table and kitchen linen is changed and left to be laundered each week.
9. To report significant breakages and make recommendations for purchasing equipment, crockery and cutlery as necessary.
10. To develop and implement a Food Safety Management System for the kitchen, maintaining all relevant records and ensuring that all users of the kitchen are aware of how to comply with the system.
11. Use the two-way radio for assistance for emergencies only (on advice from the Environmental Health Officer).

Other duties

12. To carry out any other reasonable duties as requested
13. At all times to be aware of and work within Hospital policies and procedures, including Health & Safety policy and Fire Action plan.
14. To attend team meetings (if time permits)
15. To attend and actively participate in performance reviews
16. To attend any job-related training
17. To report any property defects or health & safety risks