

Cook

01 May 2015

Job Description

YMCA Humber
JOB DESCRIPTION

Job title: Cook (Based at YMCA Humber Peaks Lane Hostel)

Reporting to: Peaks Lane Project Manager

Date: June 2015

Available from: Monday 6th July (or nearest time following that date)

Application Closing Date: 1200 noon, 19th June

Applicants will be called for interview after the 1st July. Interviews will be held in a time after that date.

Applications/CVs to be emailed to: jim.hudson@ymca-humber.com

Hours: 30 hours per week, most week days 12 noon – 6 p.m.; and every other weekend (Sat and Sun) 1400-1600.

I. KEY PERFORMANCE AREAS

- a) To provide general cooking duties and ordering of cooking/food supplies.
- b) To provide food prep and kitchen hygiene instruction to 2-4 residents at a time for 1 hour per day.

II. KEY AREAS OF DELIVERY

A. Operational Responsibility

- a) To prepare and cook an evening meal with dessert to YMCA Humber Peaks Lane clients and take responsibility to ensure that the proper temperature checks/meal take-up forms are completed accordingly.
- b) Prepare fresh food on a regular basis for the vending machine.
- c) To take responsibility for the general cleanliness of kitchen utensils and equipment ensuring that appropriate evidence paperwork is completed accordingly.
- d) To order stock on a weekly basis as required by checking weekly menus and stock cupboard staples items.

- e) To take in orders ensuring proper temperature checks are completed.
- f) To provide instruction for 2-4 clients in kitchen hygiene and food preparation
- if the cook requires further certification/training in this, YMCA Humber will arrange it
- g) To oversee the general cleaning duties performed to ensure an overall standard of hygiene is maintained and that appropriate paperwork is completed and signed.
- h) To ensure preparation of the following day's menu and to be pro-active with future menu items requiring prior attention.
- i) To be responsible for the overall security of the Kitchen area whilst on duty and at the end of the working shift.
- j) To assist in preparing buffets for both Peaks Lane and the Foyer as well as any other identified functions following instructions from the Head Cook.
- k) To take responsibility for providing refreshments for meetings as advised by the Peaks Lane Project Manager.
- l) To take part in the preparation of new menu cycles.
- m) To participate in holiday and sickness cover.
- n) To have an understanding of young people's needs/concerns.

B. Performance Management

- a) There is no supervisory/management responsibility for this post.

C. Work Environment

- a) The post-holder will work 30 hours per week.
- b) The position involves working over bank-holidays.

D. General

- a) Other duties – the duties and responsibilities in this Job Description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties will be within the capabilities of someone employed at this level within the organisation and will not substantially change the general character of the post.

- b) Equal opportunities – the post holder must carry out his/her duties with full regard to the Association’s Equal Opportunity and Diversity Policy.

PERSON SPECIFICATION

In order to undertake the duties outlined in this job description for the competent performance of the full duties and responsibilities, it is required that the post holder should have the following knowledge and skills.

- a) To have proven cooking abilities and prepare fresh cooked meals.
- b) To have knowledge of preparation processes.
- c) To have the ability to bake puddings and sweets.
- d) To have/obtain Health & Hygiene Certificate (Food Hygiene)
- e) To work as part of a team.
- f) Good interpersonal skills.
- g) An understanding of the YMCA Humber’s Health & Safety Policy
- h) To provide an Enhanced DRB/CRB – YMCA Humber will pay for this certification if the successful applicant does not have one.