



HIGHAM HALL

JOB DESCRIPTION - Cook

0.6% FTE (22.5hrs per week) + ad hoc extra shifts to cover staff holidays & sickness

Higham Hall is a busy residential college, open 7 days a week, 50 weeks per year. We serve a hot breakfast, 2-course lunch and 3-course dinner for up to 60 students, staff and visitors every day. All meals plus cakes and biscuits are prepared on site from scratch by our cooks. The kitchen is open from 7am - 8pm every day.

All meals, cakes and biscuits are prepared on site from scratch by a team of 4 cooks (including one dedicated cakes and biscuits cook) plus the Head Cook. Kitchen shifts are split into early (7am-3pm) and back (12-8pm) shifts with one cook on duty per shift responsible for preparing and cooking either breakfast and lunch (early shift) or dinner (back shift) according to menus and recipes provided by the Head Cook.

You must be able to organise and manage your time effectively and check guest numbers to ensure that all meals are served in a professional and timely fashion. You must understand different dietary requirements and allergy risks and be able to adapt recipes or prepare alternative dishes for special diets at short notice. You must maintain high presentation standards. The kitchen can sometimes be a stressful, high-pressure environment. You will be supported by serving staff and usually a general assistant.

All staff must adhere to the organisation's health and safety policies & procedures. This is particularly important in the kitchen. Specifically, it means:

- Storing food correctly according to environmental health guidelines and using labels where necessary i.e. when cooked food is placed in freezer
- Cooking foods such as joints of meat correctly according to environmental health guidelines and maintaining up to date records as required
- Maintaining cleanliness and hygiene standards (see regular tasks below) and alerting the Head Cook to any potential hazards or issues
- Using catering equipment, stoves, knives etc safely and according to instructions
- Ensuring fire doors are kept closed outside of service times
- Ensuring deliveries are put away promptly, any spills are mopped up quickly etc so as not to block doors or create trip/slip hazards
- Attending all mandatory training to ensure compliance with environmental health, food hygiene and safety regulations

Regular tasks include:

- Monitoring ingredients/store cupboard supplies and adding items to the order list for our catering suppliers as needed
- Cleaning down surfaces including fridges, worktops, grill as you go
- Washing up pots, pans and knives etc as you go
- Sweeping kitchen and pantry floors and mop throughout daily (end of back shift)
- Ensuring bins are emptied/recycling removed at end of every shift
- Turning off all equipment (i.e. extractor fan/cooker) at end of back shift and locking back door