



Job Title: Chef

Reports to: Hideaway Delivery Team General Manager

Hours of Work: Variable. Usually between 8am – 6pm Mon-Sat and 12pm-6pm Sunday. Part-time position around 16 hours per week.

Normal Place of Work:
The Hideaway, Partington Shopping Centre, M31 4EL

Rate of pay:
Currently £12.08 per hour

PURPOSE OF JOB

To support the Delivery team General Manager with the preparation of hot and cold meals, cakes, packed lunches for children and other kitchen duties as required.

KEY RESPONSIBILITIES

- Undertaking the preparation and cooking of the hot and cold meals, cakes and beverages served in the Noah's Ark Restaurant at the Hideaway
- Ensuring that the café environment is pleasant and welcoming in line with the image agreed with the Directors
- Operating the till as required, including cashing up.
- Checking that orders have been correctly delivered and charged for
- Serving customers in a pleasant and courteous manner
- Keeping cleaning and temperature records
- Clearing tables
- Washing up and operating the dish washer
- Cleaning the kitchen, café area in accordance with Health and Safety Regulations and Guidance
- Support with all café and delivery team duties as required.
- Support with stock recording and management, ordering and recording food
- Keeping cleaning and temperature records
- Reporting maintenance issues
- To ensure that storage areas and facilities are well maintained, observing stock rotation
- Ensuring that any risk assessments are complied with
- Keeping accurate time sheets daily



- To ensure that all duties are undertaken effectively and efficiently, in accordance with the required standards of service and care.
- To undertake all duties in accordance with relevant Health & Safety legislation and in line with the values and ethos of the organisation
- To undertake training as required
- The role involves working with children and vulnerable adults, and the responsibilities to safeguarding that this involves.

This job description does not form part of your Contract of Employment

Dated: September 2023

Skills Required

Essential	Desirable
Knowledge, Skills and Abilities:	
<p>Must have a keen interest in food preparation and a desire to learn how to cook at a high level.</p> <p>Have excellent communication skills Actively listens and responds politely and clearly; Presents written information in a clear, structured and concise manner;</p> <p>Speaks with clarity, effective structure, volume, pace and tone.</p> <p>Ability to inspire and encourage others – especially children.</p> <p>Works well with colleagues inside and outside the team; respecting, compromising, supporting and valuing the views of others.</p> <p>A desire to learn, improve themselves and be challenged.</p> <p>Have excellent customer service skills</p> <p>Has a professional approach and attitude;</p>	<p>Awareness of health & safety requirements in a commercial kitchen.</p> <p>Have a good understanding of safeguarding practices and policies.</p>



Hidden
Treasure
Trust



Hope
Centre
Partington



Is committed to providing excellent service; Recognises the importance of high standards of customer service.	
Qualifications/ Attainments:	
Relevant qualifications in food preparation and service	GCSE in English and Maths.
Experience:	
Relevant experience in a busy commercial kitchen	
Personal Qualities:	
Friendly, honest and enjoy working in a kitchen environment Must be flexible to work days, evenings and weekends	
Other:	
An enhanced DBS (formerly CRB) check may be required A willingness to work within the Christian ethos and values of the organisation	Appreciation of health, safety and welfare of children.