

Job Description:
Café Cook

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| Function: | Universities  |
| Job:  | Café Cook |
| Position:  | Café Cook |
| Job holder: | Cheryl Smith |
| Date (in job since): | 21/1/20 |
| Immediate manager (N+1 Job title and name): | Cheryl Smith - Store Manager |
| Additional reporting line to: | Anthony Brandle - Head Chef |
| Position location: | Coventry University – Starbucks Cafe |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To prepare breakfast morning goods and hot Lunch snack items.
* To manage service and standards and assist in other food outlets as required
* Driving Food Quality and Standards
* To report to the Head Chef and be the support to all Kitchen team to ensure they are trained and act accordingly as ambassadors of Sodexo.
* To ensure all company food safety, health and safety and statutory policies are adhered to and maintained
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Characteristics  | Close working relationship with all Starbucks Retail staff  |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Contract DirectorNeil WhittleStore ManagerHead Chef/Retail SupervisorCafé Cook |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * To prepare and deliver daily hot food offers and assist where required for internal and external Sodexo Clients/customers and to ensure they are delivered to an exceptionally high standard in line with company and client expectations and service level agreements
* To maintain service and standards and assist in other food outlets as required
* Maintaining Food Quality and Standards
* Adherence to company procedures and food hygiene
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Cooking Morning Breakfast food items & hot snacks for Lunch
* Work within the H&S systems and Food hygiene systems and compliance to company and legislative standards
* Working with the existing chef and kitchen team to maintain standards
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Ensure all food safety & health & safety documentation is complete, correctly recorded and is accurate.
* Ensure all food is prepared correctly and in particular in respect of dietary requirements and allergens. Compile Allergen folders for all menus and offerings
* Assist with the ordering of foodstuffs, disposables and consumables.
* Assist with stock taking of these items to provide precise financial information for Sodexo and client
* Ensure that all equipment used is in safe working order, checked regularly and any faults reported to management, ensure equipment is not used until safe, and all staff receive appropriate training in order to complete daily tasks.
* Attend training courses and Sodexo company meetings as requested
* Comply with all Sodexo Company policies and procedures and client site rules and regulations
* Carry out any other reasonable tasks as directed by Management
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential* Level 2 Food Safety Certificate
* Good Organisational Skills
* Proactive Team Player
* Ability to work well under pressure
* Ability to achieve and set standards, pacifically with regards to hygiene
* Good Communicational Skills including written and spoken English
* Passionate about food and the delivery of great customer service
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| 8. Management Approval – To be completed by document owner |
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| Version | 1 | Date | 06.01.2020 |
| Document Owner | Elaine Downey |

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