

JOB DESCRIPTION

Job Title: Cook

Date of Analysis: March 2025

Location: Salesian House, Chertsey

Reports to: Rector

Other regular relationships:

Cook/Housekeeper

Salesian Community (priests and brothers)

Guests

Suppliers

Responsible for:

N/A

Overall Purpose of Job:

To be responsible for the planning, provision, preparation and serving of good quality, nutritious, 'home cooked' evening meals for the Community ensuring the dietary needs, tastes and preferences of all residents are met.

To maintain high standards of cleanliness, hygiene, health and safety at all times in line with current regulations.

To be supportive of the purpose and Mission of the Charity and work within the spirit of the Salesian ethos at all times.

Main Aims of the Job

- To prepare meals, including desserts and home baking, on a rota basis with other Cook/s.
- To prepare appetising and nutritious food using fresh ingredients for the community on a daily basis.
- To collectively plan and deliver a varied menu taking into account special dietary requirements, personal tastes and available budget.
- To collectively review and change the menus on a regular basis taking into account feedback and wastage levels.
- To ensure that the kitchen is hygienically clean at all times.
- To ensure all purchasing is carried out in a timely manner while working under an agreed budget.
- To ensure that orders are delivered at a convenient time and checked for accuracy and freshness without delay.
- To regularly review suppliers and their costs ensuring best value at all times.
- To ensure food, dry goods, equipment and other goods are stored at the correct temperature and in accordance with manufacturer's instructions.
- To be responsible for washing up all crockery, cutlery and equipment used in the preparation of food.

Key Responsibilities

- To prepare fresh food, cakes and pastries for refreshments/afternoon tea, themed events, special functions, celebrations and feast days as requested.
- To share equal responsibility for the smooth running of the kitchen.
- To ensure all meals are ready to be served at the required time.
- To ensure the dining area is set up and cleared away promptly.

- To work flexibly and in an anticipatory manner, ensuring the smooth running of the kitchen, personally covering and/or preparing additional meals in advance to cover for absences as necessary.
- To ensure stock is maintained at an appropriate level, suitably stored and regularly rotated.
- To maintain a clean and hygienic environment in line with current Food Safety Regulations.
- To establish and maintain a regular cleaning programme for the kitchen area, stores, equipment, etc. that will assist the above.
- To monitor food waste after each meal and ensure that menus are adapted accordingly, reporting significant findings to the Rector.
- To ensure appropriate PPE is worn by food handlers and that kitchen protocol is maintained.
- To maintain procedures and records in accordance with province standards and statutory regulations (e.g. Food safety, HACCP, health & safety, manual handling, etc.).
- To keep all records of temperature checks and cleaning work completed after each shift in the appropriate book and easily accessible for the next shift.

General

- To communicate effectively with other workers, the Salesian community, guests, suppliers and contractors.
- To report any faults/defects in equipment, the kitchen or around the house to the appropriate person without delay.
- To ensure compliance with the Province's policies and procedures relating to safeguarding, health, safety, welfare and security, food hygiene, environment, confidentiality and data protection, reporting any concerns to the appropriate person immediately.
- To answer the door and telephone as needed in a welcoming and attentive manner. Pass on messages promptly and provide refreshments/assistance when required.
- To participate in meetings, functions, training, professional development and other activities as required.
- To work flexibly in response to the changing needs of individual residents and the local Salesian Community.
- To undertake such other duties, commensurate with your post as may reasonably be required by your line manager.
- To work within the spirit of the Salesian ethos at all times.

This is a description of the job as it is at present and is current at date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is conducted jointly with the Line Manager. Employees are expected to participate fully in the review and, following discussion to update the job description as is considered necessary or desirable. It is the Charity's aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on reasonable changes after consultation with the employee/s.