

Clockhouse Cook Job Description

Post:	Clockhouse Cook
Reporting to:	Apprentice Café Coordinator and Clockhouse Manager
Place of work:	The Clockhouse Community Centre, Milford
Hours of work:	25 hours per week. 9:30am – 2:45pm, Mon – Fri, includes a 15- minute unpaid break
Salary:	£16,523 per annum (FTE £23,132.20)

Brief Overview of the Role

The Cook is responsible for preparing and cooking food according to established recipes and standards, ensuring high quality, consistency, and food safety. The role supports daily kitchen operations and works closely with the café coordinator to deliver meals on time.

Responsible for the cleanliness and maintenance of the kitchen and kitchen equipment. To support the Clockhouse management team in community liaison, event coordination, management of internal and external hirers, and catering requirements.

Main Duties

Kitchen Operations

- Prepare, cook and serve lunchtime meals, snacks and other ad hoc catering for our 10-3 club guests according to menu specifications and quality standards
- Follow recipes, portion controls, and presentation guidelines
- Work collaboratively with the café coordinator and manager to plan a varied café menu, including seasonal variations
- Prepare and serve café meals as ordered (taking dietary requirements into account)
- Prepare baked goods (cakes, scones, pastries, quiches etc)
- Monitor food quality, freshness, and proper storage
- Support inventory control by minimising waste and properly storing supplies
- Maintain cleanliness and organisation of kitchen workstations; 5-star food hygiene rating always for hygiene inspections
- Operate and clean kitchen equipment safely and as outlined
- Ensure compliance with food safety, hygiene, sanitation regulation and allergens
- Work alongside the café coordinator to liaise with suppliers and place food orders by deadlines within the budget
- Work within defined budgets and cost meals / menus

- Assist with opening and closing kitchen duties as required
- Oversee kitchen volunteers, providing guidance and direction to ensure tasks are completed according to agreed responsibility, contributing to the efficient and safe delivery of food service
- Maintain training requirements and awareness of expiration
- Plan and prepare food for special Clockhouse services and events, including any annual organisation gatherings, community fairs, monthly lunch offerings and meetings
- Support with fundraising events - up to and including 4 events per year
- To complete any other work requested by, and deemed appropriate by, the Centre Manager

Café Operations

- Carry out ad hoc tasks as requested by the café coordinator / management team to support the smooth operation of the Clockhouse café and kitchen
- Support and provide cover for the café coordinator as required
- Provide front-of-house café support, including taking customer orders, preparing beverages and light refreshments, and processing payments at the till.
- Support the team by clearing tables, sanitizing surfaces, and maintaining an orderly and welcoming café environment
- To provide excellent customer service to all visitors

Hirers

- Work closely with the Café Coordinator to communicate with hirers, manage kitchen bookings, and provide catering services for events held at The Clockhouse
- Ensure that hirers using the kitchen unsupervised by Clockhouse staff are informed about available equipment and understand guidance for its safe operation

Person Specification

Education and certification (preferred)

- Culinary Certificate or relevant training
- Food Hygiene or Food Safety Certification (Level 2 or equivalent)

Experience, skills and abilities

- Proven experience as a cook or similar role
- Knowledge of food preparation techniques and kitchen equipment
- Working knowledge of all food safety, hygiene standards and allergens
- Ability to work in a fast-paced environment, using judgement and decision-making skills to determine priorities
- Strong attention to detail, time management skills and commitment to quality
- Able to work autonomously and as part of the team
- Excellent communication and inter-personal skills.
- Adaptable, flexible and self-motivated
- Able to support a diverse team of volunteers
- Extensive customer service experience
- Experience of delivering objectives against set targets, budgets and time frames

Other requirements

- Must be fully supportive of diversity and equality of opportunity in the workplace

Safeguarding

Safeguarding is everyone's responsibility, and all staff are required to act in a way that safeguards the health and wellbeing of vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policy and associated guidance is an essential requirement of all staff, as is participation in mandatory training.

Job Offer and Employment subject to satisfactory Right to Work Checks and Disclosure & Barring Service (DBS) check