

INTEGRATED COLLEGE DUNGANNON LTD

COOK

JOB DESCRIPTION

POST TITLE:	Cook
GRADE:	Scale 2 Spinal Points 11-13
SERVICE:	Catering
REPORTS TO:	Unit Catering Supervisor
RESPONSIBLE TO:	The College Administrator

1.0 Job Purpose:

To assist the Unit Catering Supervisor in all activities concerned with the preparation and cooking of meals, including baking.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.

2.0 Duties and Responsibilities:

- 2.1 Skilled cooking activities connected with the full range of meals (for example, assist with the preparation of menus, portion control, the provision of special dietary meals and function catering where appropriate), including baking skills.
- 2.2 To assist with:
 - (a) Record keeping
 - (b) Control of hygiene, health and safety in the kitchen including recording of temperatures.
 - (c) The direction and/or shared supervision of other employees.
- 2.3 To undertake operational control of service points including transported meals.
- 2.4 Associated administrative duties as required which may include assistance with:
 - (a) The planning of meals.
 - (b) Stock-taking, including the organisation of stores and fridges and receipt of deliveries.
 - (c) General kitchen management in the absence of the Senior/Unit Catering Supervisor.
 - (d) Shared supervision of other employees.
 - (e) Training of staff.
 - (f) Cash handling duties where appropriate.
- 2.5 General kitchen duties as required which may include washing up, setting up and clearing away equipment and tables, cleaning of the kitchen, dining room surrounds and equipment.
- 2.6 Assist in the promotion of the service to parents, principals and customers to increase the uptake.
- 2.7 Securing of premises as required.
- 2.8 Duties as delegated in connection with service provision.

3.0 General Conditions:

- 3.1 All duties must be carried out to comply with:
 - (a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - (b) Codes of Practice.
- 3.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 3.3 All necessary administration must be completed as required.
- 3.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.