



# Job description

**Job title: Cook**

**Reports to: Catering Manager**

**Award Classification: Cook grade 2 level 3**

*At PGL, our purpose is to enrich young people's lives. We live by our values of Teamwork, Fun, Respect, Inclusivity, Quality and Safety.*

*Our people are at the heart of our company. We have a passion for exceptional service, and a love of what PGL has to offer. Our team are dedicated to offer the very best and safest experience to schools, families and our PGL colleagues – nothing is too much trouble!*

## **Purpose of the role:**

Reporting to the Catering Manager your primary responsibility will be to provide tasty, nutritious meals for our guests in line with PGL catering standards. As a Cook, you will have the opportunity to develop all round catering skills, including cooking, ordering, accounting for stock and staff supervision. You will also ensure that food safety management systems as well as occupational health and safety standards are consistently followed.

## **What we'd like you to do:**

### **Undertake food preparation and service in accordance with PGL Catering Standards and menu**

- Ensure all meals are tasty and well presented to a high standard, on time and of consistent quality throughout every service
- Provide a high level of customer service
- Prepare food for breakfast, lunch and evening meals
- Ensure the presentation of all food and drink areas in the dining room are maintained to a high standard and in accordance with PGL Catering Standards.
- Assist with meal service from the counter in cafeteria style areas; actively interacting with guests and staff seeking feedback to improve service
- Understand different food allergies and dietary requirements and be flexible in your approach in adhering to these.
- Monitor quality of food production, addressing any issues/improvements immediately
- Ensure food provision is adequately well stocked throughout service on counter and salad bar
- Ensure that there is adequate provision of condiments and drinks throughout meal times.
- Correct procedures of storing, preparing, cooking and serving are followed to avoid allergenic or other cross contamination
- Maintain high standards of cleanliness and hygiene in all kitchen areas, including the use of equipment, during food preparation, counter service and any other area of the dining room.
- Assist with washing up of cooking apparatus, crockery and cutlery during and after meal times.

### **Maintain hygiene, health and safety levels**

- Adhere to all PGL policies in respect of Health, Hygiene and Safety
- Ensure all Kitchen Diary (HACCP system) records (e.g. temperature checks, cleaning records) are kept up to date.



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- Be aware of, and contribute to, updating the Catering Risk Assessment to ensure Safety in the workplace.
- Undertake training and use the PGL Food Safety Management System.
- Ensure that all areas of the kitchen and dining areas are kept in a hygienic and safe condition.

## **Assist with the training and development of catering staff**

- Provide support and development to Catering Assistants to aid their catering skills and meeting departmental objectives.
- Ensure personal and demonstrated behaviours align with PGL values.

## **Personal development in catering and centre life**

- Regularly review your own targets and attend regular reviews with your line manager.
- Duty Management on centre as required.
- Assisting with centre specific duties associated with a residential activity centre.
- Attending any training courses as directed by the Catering Manager.
- Assist in the training and development of new staff.
- Seek to develop self.

## **Assist with centre specific duties associated with a residential children's activity centre.**

- Assist in other departments as required (Operations, Housekeeping and Maintenance).
- Assist at other centres across PGL as required.
- Other duties as required by the Catering Manager and within the scope and classification of this role.

### ***A little bit about you:***

- Experience in catering for large numbers.
- Experience of working with strict procedures, paperwork & admin systems.
- Experience in delivering a high level of customer service.
- Excellent organisational skills and be able to work under pressure.
- Have good people and liaison skills.
- Positive approach to team working and problem solving

### ***What we'd like from you:***

- Food safety supervisor qualification (or willing to obtain)
- Relevant industry experience (e.g. Cert 3 Commercial Cookery)

### ***We'll need you to have:***

Because children are so important to us here at PGL, we will need you to maintain a satisfactory Working with Children's Checks. We'll also need to have two satisfactory references before you start. During your employment with us you will have a duty to report any safeguarding concerns through the appropriate channels.



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## ***Additional Information:***

Full training in PGL's systems and processes will be provided.

### **Performance Review**

- Regular assessment will be made of personal performance against agreed objectives and targets
- Annual plans & targets will be agreed with the Catering Manager
- Annual Appraisal conducted by the Catering Manager

Full training in PGL's admin and IT systems will be provided, however we would expect the successful candidate to be confident with associated administration duties and basic IT.

**Right to Amend** The company reserves the right to amend the job description in consultation with the member of staff to reflect changes in the role.