

## JOB DESCRIPTION

<b>Job Title:</b>	Cook/Catering Assistant
<b>Reporting to:</b>	Catering Supervisor
<b>Hours:</b>	Casual hours
<b>Location:</b>	Mahdlo (Oldham Youth Zone), Egerton Street, Oldham

### **Our Vision**

To be a beacon of excellence for youth-led provision in Oldham.

### **Our Mission**

To deliver high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability); to provide opportunities, raise aspirations and support young people to be the best they can be.

### **Our Values – The Way We Work**

Passion

Respect

Inclusion

Dependability

Excellence

### **Job Purpose:**

To assist in the planning, preparation and cooking of nutritious and balanced food to meet the needs of the young people, visitors and staff using Mahdlo Youth Zone, ensuring that all legal, safety and individual requirements are met.

### **Key Accountabilities:**

- Assist with the planning of menus that are nutritious, affordable and appropriate for different dietary requirements and ethnic /cultural/ personal tastes
- Prepare, cook and serve main meals, snacks and beverages in accordance with the agreed menus and ensuring appropriate separation in the preparation of halal and non halal food
- Serve in the tuck shop
- Assist with stock control, checking quantity and quality of stock received and following stock control procedures.
- Determine quantities to be cooked and size of portions to be served to minimise waste and support healthy eating
- Clear tables, wash and clean crockery, utensils, kitchen equipment work surfaces, floors and the dining area to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.

- Ensure compliance with food hygiene regulations, that the appropriate clothing including head wear is worn at all times and that a high standard of personal hygiene is maintained by yourself and all others using or working in the kitchen
- Ensure all kitchen equipment is regularly checked and any faults/repairs required are reported to your line manager or the Facilities Manager.
- Ensure food is stored correctly and at correct temperatures.
- Recording of all high risk food temperatures on delivery and prior to service, if applicable.
- Operating the tills system accurately, cash handling and the subsequent financial administration in line with financial regulations.
- Maintain a clean working environment as set out in the cleaning schedule by ensuring regular cleaning of all work surfaces, storerooms and ancillary areas.
- Undertake such other additional duties which may result from changing circumstances.
- Dispose of waste appropriately and in line with Mahdlo's agreed policies
- Participate in staff meetings, staff training and staff supervision and appraisal
- To effectively supervise other catering volunteers in line with Mahdlo's HR procedures ensuring they are welcomed and feel an integral and valued part of the Mahdlo team.
- All duties must be carried out in accordance with Health & Safety and Health and Hygiene regulations, nationally and locally agreed Codes of good practice and Mahdlo's policies in particular Safeguarding, Equal Opportunities and Fire procedures. Ensure any incidents or concerns are appropriately reported.
- Reporting comments, behavior or incidents which are inappropriate in a setting with children and young people and understand the process for doing so.
- Support any other duties required of you as may reasonably be determined by your line manager.

## **General Requirements**

- Adhere to Mahdlo's policies at all times with particular reference to the Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- Understand the importance of data protection and maintain standards of best practice in this area.
- Promote and safeguard the welfare of children and young people at all times.
- Work diligently to meet the requirements of this job description.
- Always seek to continuously improve so that the highest quality standards are achieved.
- Participate positively in internal/external meetings and training as required.
- Positively participate in one to ones and appraisals.
- Work in accordance with Mahdlo's culture, values, aims and objectives.
- Act as a positive ambassador for Mahdlo at all times.
- Positively contribute to Mahdlo's team working environment, taking ownership of issues and supporting colleagues where appropriate.
- Be flexible and willing to undertake any other duties that may reasonably be required.

**NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed in consultation with the employee. As a general term of employment, Mahdlo may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.**

## PERSON SPECIFICATION

		Essential	Desirable
<b>Qualifications</b>			
	Basic Food and Hygiene Certificate	✓	
<b>Experience</b>			
	Experience working in a commercial kitchen environment		✓
	Experience of cooking a diverse range of healthy food		✓
	Previous customer service experience	✓	
	Working within a team and working independently	✓	
<b>Skills</b>			
	Ability to cook a selection of home cooked, nutritious food that will appeal to young people aged 8 - 19yrs.	✓	
	Ability to cook a range of food choices, including for those with specific dietary requirements (based on medical, cultural, religious or personal needs)		✓
	Ability to supervise volunteers		✓
	Ability to ensure a high standard of health and safety and excellent standard of hygiene in the working environment	✓	
	A positive attitude and commitment to provide good service	✓	
	The ability to use a till		✓
	Ability to interact positively with young people	✓	
	The ability to stay calm under pressure, to work fast and to a consistently high standard	✓	
	Efficient with good organizational skills	✓	
	Able to work on own initiative	✓	
	Ability to form positive relationships with colleagues and work as a team	✓	
<b>Personal Attributes</b>			
	Interest in working in a youth work setting and demonstrate a commitment to the goals and drivers behind Mahdlo	✓	
	Enthusiasm and ability to contribute to the successful development of Oldham Youth Zone	✓	
	Welcoming and approachable	✓	
	Extremely good time keeper	✓	
	Willing to work positively to ensure a good environment for all of our young members	✓	
	A willingness to work unsociable hours when required	✓	
	DBS clearance and committed to Safeguarding children	✓	
	Maintain a high level of personal hygiene	✓	