

## **Cook**

Role summary: To produce and serve quality food and drinks for Hope Church activities – primarily the Community Lounge meals. Reports to the Elder responsible for Community Lounge.

### **Main Responsibilities**

1. Develop menus to provide variety and quality food for events.
2. Maintain stock levels, manage costs and oversee purchasing arrangements for events. Ensure that all income and expenditure is covered by receipts.
3. Work to the standards in “Safer Food Better Business” to ensure compliance with all Environmental, Food Safety and Health and Safety regulations (including labelling and allergen information).
4. Ensure that all food that is prepared, cooked and stored on site meets a high standard of food hygiene.
5. Ensure all areas of the kitchen are clean, safe and hygienic and that equipment is properly maintained.
6. Ensuring the Community Lounge team are fully trained in kitchen standards and allergen information for all food being served, including cakes.
7. Work closely with the Church staff team and Community Lounge team, communicating and sharing information and constructively and seeking to address any issues that may arise.
8. Continuously seek to improve by identifying new and better ways of doing things.

### **Personal qualities, experience and skills**

- Experience of food preparation including service for around 80 guests
- Food safety in catering certificate (Level 3 minimum)
- Proven experience and detailed working knowledge of following the ‘Safer food, better business’ management procedures
- Excellent allergen and special dietary knowledge
- Proven experience of managing stock, budgets and receipts
- Proactive, well organised and motivated with a flexible approach to work
- It's important that you show a commitment to the values and objectives of Hope Church Ipswich.