

JOB TITLE Short Order Catering Cook

DATE 10th January 2024

REPORTS TO Matthew Atkins (Owner) & Joanne Atkins (Managing Director)

JOB DESCRIPTION

Purpose of role

To produce quality canteen style foods through fast & friendly customer service with high standards of cleanliness.

Main duties and responsibilities

Core objectives include:

- Welcoming customers, processing orders, handling payments and delivering quality foods with fast & friendly service at the forefront.
- Knowledge of kitchen basics and safe food handling.
- Setup, operate and pack down of site kitchen.
- Function, use, cleaning & maintenance of deep fryer, gas oven, gas stove, refrigerators & freezers.
- Preparing a wide range of short order foods such as baked goods, sandwiches/wraps, burgers/rolls, pies/sausage rolls, salads, breakfast items & convenience meals.
- Keeping equipment clean during use and following procedures to thoroughly clean all equipment at the end of the day.
- Restocking shelves and fridges with items such as baked goods, snacks and bottled beverages.
- All food preparation & food service.
- Training new employees to operate equipment & prepare menu.
- Focus on high standards of cleanliness & developing sound relationships with clients & customers.

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other duties

Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

Certificate III in Hospitality or Retail preferable.

Experience

Minimum 5 years in Hospitality and/or Retail.

Knowledge

Hospitality and/or Events.

Skills & competencies

 Customer service focused: committed to providing exceptional customer service across all channels – written, phone and face to face.

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- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.
- Commerciality: ability to apply knowledge in a practical, commercial manner.
- Teamwork: willingness to assist and support others as required and get on with team members.
- **Time management/organisation**: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Professional approach.
- Dynamic Team Player.
- Ability to work under pressure.
- Organisational and time management skills.
- Excellent attention to detail.
- Confident manner.
- Positive approach to change.
- Approachable and kind demeanour.
- Honest & Trustworthy.
- Ability to navigate a path on their own.
- Troubleshooting abilities.
- Fast thinker while on the go.

Other

- Food Safety Supervisor Certificate preferable.
- Current Driver's License required.
- Current Police Check.
- Current Working with Children Check.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU	
Employee	Date
SIGNED BY MANAGEMENT	
	Date

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