

Accrington Stanley Community Trust Job Description

- 1. Title:** Cook (Caterer)
- 2. Salary:** £11.73 per hour
- 3. Contract Type:** Zero-Hours Contract – Leading to Part Time Contract after Probation
- 4. Reporting to:** Facility Manager
- 5. Location:** Accrington Stanley Community Trust Offices
- 6. Hours:** 25 Hours p/w (9am-2:30pm Monday to Friday with 30min break – Optional Additional Weekend Work)
- 7. Closing Date:** 13th December 2023

8. Job Summary (The main purpose of the job)

Accrington Stanley Community Trust are looking for a Cook (Caterer) to work during the week to prepare, cook and serve breakfast and lunch at the £3.5m Stanley Sports Hub for students, visitors and staff.

The successful candidate will work in the kitchen and cafeteria area and will need to be available to work Monday-Friday, 09:00-14:30. You must have a passion for preparing a range of freshly home cooked hot breakfast sandwiches, followed by a lunch option for a pre-determined number of people each day.

The candidate must hold a food hygiene certificate, have a sound understanding of allergies & dietary requirements, be able to recognise the importance & complete appropriate documentation with accuracy & consistency and have pride in the kitchen in which they will manage, working to a high standard of cleanliness & hygiene.

9. Duties and responsibilities:

- Working in a kitchen and café environment. Prepare and serve high quality refreshments to students, visitors and staff.
- Set high standards and a good example to café staff with regards to cleanliness and hygiene.
- Ensure cleaning schedules are adhered to at all times including a regular deep clean.
- Maintain accurate written daily/weekly checks in accordance with health and safety and food hygiene procedures.
- Maintain a clear, well organised and easy to use counter and storage area.
- Promote and practise relevant health and safety, food hygiene and fire safety standards.
- Ability to use the till system and follow monetary procedures.
- Maintain high standards of customer care at all times and handle requests effectively.
- To undertake any duties of the post, which require contact with, or provision of service to the Trust's customers in a courteous, helpful and professional manner.
- To ensure compliance with all trust policies and procedures, in particular regulations relating to the Health & Safety at Work Act 2015.
- To liaise, interchange with and support other employees of the Trust, in accordance with personal ability, in the execution of their duties.
- To undertake such other duties as may be assigned from time to time commensurate with the grading and particular skills of the post holder.

In addition to the main duties and responsibilities identified for this post, every employee has a number of general responsibilities:

- To wear the uniform provided and identification badge at all time.
- Adopt a high standard of customer care at all times. If a customer requires assistance, even if this does not directly relate to your job, make every effort to help or find someone who can.

The desired candidate should:

- have a passion for preparing a range of freshly home cooked hot breakfast sandwiches, followed by a lunch option for a pre-determined number of people each day.
- hold a food hygiene certificate
- have experience of preparing healthy, nutritional meals.
- have a sound understanding of allergies & dietary requirements and be able to adapt menus and meals.
- have pride in the kitchen in which they will manage, working to a high standard of cleanliness & hygiene
- be able to recognise the importance & complete appropriate documentation with accuracy & consistency

To apply for this role please send a cover letter and CV to jobs@stanleytrust.co.uk

Closing Date: 13th December 2023

Interview Date: TBC

Start Date: January 2024

***Please note only candidates selected for interview will be notified.**

Accrington Stanley Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions. Two references will also be required. Applicants will, in addition be expected to undertake training appropriate to the role.