

Assistant Cook and Cafe Assistant – Role Specification

We are looking for someone with a passion for food to undertake the general preparation of food for the Minack customers. As a Cook, your focus will be in the kitchen, helping to prepare and present delicious food from scratch using fresh, seasonal ingredients. This role will be three/four days per week in the commercial kitchen and one in the café, where you will act as shift leader.

Responsible to: Head Cook and Duty Manager
Hours: Up to 36 hours per week March – October. Some winter hours maybe available. Normal working days will be Wednesday to Saturday.
(There maybe some flexibility in days which can be discussed)
Rate of pay: £13.39 per hour

Cook:

1. Preparing food to a high standard using fresh food from scratch to the agreed menu.
2. Baking of fresh cakes and scones for sale in the food outlets. Assisting the Head Cook in stock management to ensure there is appropriate availability of fresh produce.
3. Planning and being aware of all dietary requirements and food allergens.
4. Dealing with deliveries, stock rotation and ordering supplies.
5. Ensuring that any pre-booked food orders are fulfilled, and any relevant reports are produced.
6. Rotating fresh food items, to ensure that there is minimal waste.
7. Complying with the Minack's policy on Health & Hygiene.
8. Ensuring the Pol Minack Commercial Kitchen and all storage areas are kept clean in line with the Minack's Policy on Health & Hygiene.
9. Making sure all opening and closing checks are completed and the daily check sheets.
10. Ensuring that there is communication between the catering kitchen and the food outlets to ensure that there is enough fresh food on sale.
11. Rotating fresh food items, to ensure that there is minimal wastage.
12. Covering at peak times some shifts in one of the catering outlets.
13. Assisting in the movement of stock around the site when required.
14. Anything else as may be reasonably requested by the Head Cook, Duty Manager, Visitor Experience Manager or member of the Senior Management Team.

Cafe Assistant:

1. Welcoming customers to the Minack, providing information and excellent customer service for all.
2. Preparing food orders in the cafe, which includes freshly made sandwiches, homemade soup and cream teas.
3. Serving customers in the Catering outlets.
4. Rotating fresh food items, to ensure that there is minimal wastage. Keeping in contact with the Cook to ensure there is enough fresh food on sale.
5. Using a barista coffee machine to make drinks.
6. Scooping of ice creams to order.

7. Providing a polite and friendly service to all customers and lead by example.
8. Ensuring that the service runs smoothly and that the team are working efficiently under your guidance.
9. Complying with the Minack's policy on Health & Hygiene.
10. Ensuring the Café kitchen, seating area, serving areas, shop and all storage areas are kept clean in line with the Minack's Policy on Health & Hygiene.

In addition, as with all roles at the Minack, you must be conversant with the Minack's Health & Safety and Evacuation Policies.

Personal Specification

Essential:

- Experience working within a professional café or restaurant environment preparing food.
- Ability to work on your own and as part of a team.
- Ability to work under pressure and to deadlines.
- Reliable and punctual.
- Good communication skills..
- Willingness to work flexible and unsociable hours including one weekend day.

Desirable:

- Level 2 food hygiene.
- Allergen awareness course.