

JOB DESCRIPTION
Preparation Cook
Vacancy Ref: M177

Job Title:	Preparation Cook	Present Grade: 1S
Department/College	Hospitality	
Directly responsible to:	Head Chef & Senior Chefs	
Supervisory responsibility for:	Porter, Part time and Casual Staff.	
Other contacts		
Internal:	Head of Hospitality, Assistant Hospitality Managers, FOH Supervisors, General Assistants, Staff and Students.	
External:	Conference delegates and visitors.	
Major Duties:		
	<ul style="list-style-type: none">• The role is primarily to prepare sandwiches, salads and other food in support of the team, but will include other duties as directed by the Head Chef• To assist with preparation of food to the highest standard by following recipes in line with our SOP's (Standard Operating Procedures) as directed by our Head Chef and Senior Chefs• To understand and follow all procedures with regard to Allergen Laws• To assist with rotating and correctly dating food, putting away stock and dealing with deliveries. Work to ensure minimum wastage.• To correctly use equipment in line with departmental procedures.• To work within EHO, COSHH, and University Health and Safety guidelines.• To follow daily compliance logs• To wear uniforms at all times in line with departmental policy• To maintain a high standard of personal hygiene and work in a clean and tidy manner.• To attend relevant training courses as directed by the department or university• To maintain excellent customer relations and to constantly strive to improve customer service.• To undertake any other duties commensurate with the position or grade• The position will require you to be based from our main production kitchen but also to work across campus in a variety of kitchens as required• The work will include some extended hours, evening and weekend work in line with business demands	