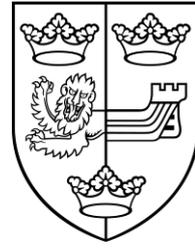


St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



JOB TITLE:	Kitchen Assistant / Cook
LOCATION:	Pilgrims' Kitchen
ACCOUNTABLE TO:	Enterprises Catering Manager, Working for St Edmundsbury Cathedral Enterprises Limited
JOB SUMMARY:	To support the Chef Management Team in providing a quality menu for our customers.
TERMS OF EMPLOYMENT:	
Rate of Pay:	£10.00
Hours of Work:	Flexible / up to 3 days a week to include either a Saturday or Sunday during the day
Annual Leave:	25 days paid leave per leave year pro rata. This is exclusive of public holiday. This will be accrued and paid quarterly.

St Edmundsbury Cathedral Enterprises Limited is made up of The Cathedral Shop, The Edmund Gallery, our Tourist Information Point, Pilgrim's Kitchen (café/restaurant) and our external events facilities. Enterprises, the trading 'arm' of the Cathedral, exists to assist in meeting the needs of the visitors and to increase revenue to the Cathedral.

Pilgrims' Kitchen is a vital part of the Cathedral's ministry to visitors. Its aim is to provide a welcoming and relaxing environment for all to enjoy. Pilgrims' Kitchen is open Monday to Saturday 8.30 am to 5.00 pm, closing at 4pm in the winter. Accessed via the elegant Cloisters, Pilgrims' Kitchen offers all visitors a warm welcome and a great new place to eat and meet.

Formerly known as The Refectory, Pilgrims' Kitchen is an inviting eating space with rustic furniture, quirky chapel chairs and heritage colours. Comfy sofas offer a more relaxed area for a cup of coffee, or the chance to catch up friends – young friends are catered for too, with highchairs and toys. Wifi is now available. We are delighted to be offering Fairtrade tea, James White Apple juice and a choice of Fairtrade wine or the iconic Greene King St Edmund's ale.

Food is home cooked including cakes and scones that are baked on the premises. Where possible ingredients are locally sourced. Customers order at the counter, and the staff take the freshly prepared meal over to the customers.

St Edmundsbury Cathedral is a lively and exciting place in which to work. The completion of major building works has seen the Cathedral grow in size and activity and the place has become busier. The extraordinary variety of people who are associated with the Cathedral and the remarkable diversity of the events which take place here mean that there is much to capture the imagination of the Cathedral's employees, much to be done, and much to enjoy.

RESPONSIBILITIES

- To support the manager by undertaking all duties which ensure that the ordering, storage on delivery, preparation, cooking, service and storage for reuse are carried out to the standards normally expected within a good quality commercial establishment.
- To ensure that the usage of raw materials is controlled and wastage minimised.
- To ensure compliance in all food related areas with any health, hygiene and safety legislation by all members of staff.
- To be responsible for maintaining records for the purpose of due diligence which shall include temperature logging of foods and equipment; date and contents marking of decanted foods and prepared foods; maintenance of an effective 'use by' system and completion of kitchen cleaning schedules.
- To ensure that cooking and preparation areas and equipment are maintained in an organised and clean state during open hours and left clean and tidy at the end of each working shift.
- To advise the Manager of any equipment or building maintenance requirements that may be required.
- To action the requirements of the daily, weekly and monthly kitchen cleaning schedules. Complying with food hygiene regulations and ensure Pilgrims' Kitchen is kept clean and tidy and that standards are maintained.
- In the absence of the Manager to undertake responsibilities for all operations including front of house and control of staff, customer care and cash.
- As a senior member of staff to be available, given adequate notice, for occasional events and activities that occur outside or normal opening hours including the supervision of events in the absence of the Manager.
- To ensure that Pilgrims' Kitchen provides a warm and welcoming atmosphere to Customers.
- To be familiar and comply with Cathedral Policies where applicable but in particular the Health & Safety Policy, the Safeguarding Policy and the Cathedral's Social Media Policy.
- To undertake professionally and appropriately any other duties reasonably requested

PERSON SPECIFICATION

- Previous experience of working in a catering environment
- Basic cooking skills
- Working knowledge of relevant Health & Safety legislation
- Health & Hygiene Certificate
- Strong Organizational skills
- To be able to work as part of a team
- Excellent Customer Service skills.
- Energy, enthusiasm and a good sense of humour.
- Excellent interpersonal skills.
- A proven ability to maintain good relationships with colleagues and customers
- A 'can do' attitude

Training will be given.