

# Othona Bradwell

## Cook Co-ordinator

### Key Roles

Each long term Core member has a lead specialist role. The Cook Co-ordinator position is described below.. All core members contribute to general Community tasks such as answering the phone, dealing with queries, meeting & greeting and interacting with our visitors

Each lead role requires specific skills and experience. These are listed below the Key Responsibilities. Competences which are general and fundamental for all core members are again described in Appendix 1.

### Overall Aim

Your overall aim as Cook Co-ordinator is to manage the provision of balanced, nourishing, tasty food for visitors and core. Food has a central place in the ethos of Othona, its preparation and eating a sacrament that all are encouraged to value and enjoy. Othona Bradwell has a well earned reputation for imaginative good home cooked food and the use of local or home grown produce where possible.

You will be responsible for cooking the two main meals, lunch and supper, for up to five days a week. Other core members will cook from time to time on a rota basis. Help is available in the kitchen from core members, local volunteers and visitors.

### Key Responsibilities

1. Renew and improve menus, within agreed budgets and ethical guidelines.
2. Offer varied menus with a reasonable number of vegetarian main meals and a vegetarian alternative when meat or fish is served.
3. Manage cleaning and hygiene in the kitchen and storage areas, and of the utensils and equipment.
4. Manage stock, ordering and buying according to good practice, health and economy, avoiding wastage.
5. Co-ordinate the cooking and use of the kitchen, encouraging the safe and enjoyable participation of visitors, core colleagues and volunteers in cooking and related activities.
6. Manage the catering operation so that Othona Bradwell meets its catering budget

### Skills and Experience

#### 1. Cooking and Catering

As Cook Co-ordinator you should

- have a love of cooking and creative but simple wholesome food.
- be a good basic cook able to make meals for small and large groups

- have good cooking skills and the ability to plan, prepare and serve homely meals through co-ordination of staff and volunteers who will help to prepare and cook the food
- be interested in nutrition and able to plan the menus balancing various criteria
- be capable of preparing and cooking for up to 60 adults and children

## **2. Managing Health, Hygiene and Safety in Kitchen and Storage areas**

You will need to

- understand and implement good health, hygiene and safety practices in the kitchen, in your own work and that of others
- be prepared to supplement your qualifications beyond the basics of food hygiene, as agreed with the Warden
- be able to train others in appropriate cooking and cleaning skills and safe systems of work

## **3. Planning and organising**

You will be responsible for planning and organising the work, equipment and systems in kitchen and storage areas, and ensuring the work gets done on time. The way you work will inevitably influence the atmosphere in kitchen and dining room. You must be able to

- identify key tasks, decide priorities and organise your workload
- involve and motivate less experienced people in the life of the kitchen
- create and maintain records to provide accurate information easily accessible to yourself and colleagues, using basic IT skills and acquiring new ones where appropriate
- stay calm and positive

## **4. Resilience**

As the Cook Co-ordinator in a community setting you will need to be comfortable taking responsibility, with an appropriate level of supervision and guidance. Sharing your life with colleagues and visitors as well as carrying out the work needs physical, mental and emotional resilience. Even when under stress, you should aim to take a positive view and keep a sense of perspective.