

HORTON PARK GOLF CLUB

JOB DESCRIPTION

Job Title	Cook / Chef
General Role	Daily cooking of clubhouse menu, functions, cleaning, health & hygiene compliance.
Responsible to	Chef Manager
Operational base	Horton Park Golf Club or other location as advised
Working days/hours	5 days a week, generally to include weekends, or as required to do job
Contract	Employed

Outline responsibilities

- Daily kitchen duties
- Menu preparation & cooking
- Cleaning
- Health & Safety

Detailed responsibilities

Daily kitchen duties

- Assist with smooth daily running of kitchen
- Cover kitchen shifts as required
- Ensure orders sufficient when Chef Manager absent

Menu preparation & cooking

- Daily review of specials board and assist in preparation of specials with Chef Manager
- Regular review of bar, society & function menus with Chef Manager.
- Ensuring all are correctly priced, feasible to produce & cost effective

Cleaning

- To help maintain highest levels of cleanliness throughout food preparation & storage areas
- To fill in written records of cleaning rotas
- To help in running a clean and efficient kitchen.

Health & Safety

- To ensure that hold a valid Basic Food Hygiene Certificate & that copies are available for inspection if required
- That temperature records for fridges, freezers, cooked foods are filled in.
- That all deliveries of chilled or frozen foods are recorded on the delivery notes & that they are correct & temperatures noted.

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- That all foods are stored in the appropriate containers with the correct date stickers
- Any faults or hazardous situations are reported immediately

Remuneration Package

- £ 6.50 to £8.50 per hour depending on experience & capabilities
- Hours 40 per week but dependent on job requirements
- Live out position

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PERSON SPECIFICATION – Cook / Chef

Essential Skills	Preferred Skills	Highly Desirable Skills
Cooking		
Work under pressure		
Good verbal communication		

Essential Experience	Preferred Experience	Highly Desirable Exp
Worked in kitchen for up to 6 months	Sports club catering	Golf club catering
	1 year in similar role	2+ years in similar

Essential Qualifications	Preferred Qualifications	Highly Desirable Qualifications
	Food hygiene and H&S	First Aider
	Clean driving licence	

Essential Personal Qualities	Preferred Personal Qualities	Highly Desirable Personal Qualities
Smart appearance	Likes golf/golf knowledge	
'Can do' attitude		
Sociable & extrovert		
Flexible		
Good sense of humour		
Willingness to muck in		
Calm under pressure		