

## Job Description for Seasonal Cook, Scone Palace

Job Title:	Seasonal Cook	Responsible to:	Head of Catering
<b>Main purpose of job:</b>	To assist the Head of Catering with the day to day catering operations at Scone Palace. To prepare and present food and maintain the cleanliness of the working environment within health & hygiene guidelines.		
<b>Main responsibilities include :</b>			
	<ul style="list-style-type: none"> <li>- Food preparation and presentation</li> <li>- Assisting with ordering of food and supplies</li> <li>- Compliance with company and local Environmental Health Department standards regarding Health &amp; Safety and food policies</li> <li>- Be willing to work 'front of house' as well as in kitchen as required</li> </ul> <p>In the absence of the Head of Catering/Catering Manager:</p> <ul style="list-style-type: none"> <li>- Staff supervision</li> <li>- Handling customer queries and complaints</li> <li>- Responsible for the security of the Catering areas</li> <li>- Cash handling and cashing-up</li> <li>- Responsible for undertaking fire evacuation procedures</li> <li>- Responsible for supervising areas within the Catering Department including Coffee Shop, Old Kitchen, Murray Rooms and Outside Catering etc</li> <li>- Any other reasonable duties as requested by the Head of Catering or Management Team</li> </ul>		

*This job description is a guide to the nature of the work required, it is not wholly comprehensive or restrictive*

## Person Specification: Seasonal Cook, Scone Palace

<b>FACTOR</b>	<b>ESSENTIAL (E) Or DESIRABLE (D)</b>	<b>ASSESSMENT METHOD</b>
<b>QUALIFICATIONS/TRAINING</b>  Food Hygiene qualification Willingness to undertake any training necessary to improve performance/service	E E	A/I I
<b>EXPERIENCE</b>  Experience in a similar role Cash-handling experience Understanding of basic public space health and safety issues	E D E	A/I A/I I
<b>SKILLS AND ABILITIES</b>  Attention to detail Ability to deliver excellent customer service Good communication/interpersonal skills Ability to follow instructions and procedures without constant supervision. Ability to work independently & use initiative Ability to engage with a diverse range of colleagues & visitors	E E E E E E	A/I A/I I/R I/R I/R I/R
<b>PERSONAL QUALITIES</b>  A commitment to delivering the highest standard of service The willingness to take the initiative and go the extra mile A flexible and adaptive manner and positive attitude The ability to work efficiently in a busy environment and to remain calm when under pressure The ability to work well within a team Maintain a high standard of punctuality and personal appearance	E E E E E E	I/R I I/R I/R I/R I/R
<b>MOTIVATION</b>  Proactive approach to work Reliable and keeps good time Demonstrates drive	E E D	I/R I/R I

Assessment Method: A - Application Form; I - Interview; T - Test/Exercise; R – References