



Cook Job Description

Responsible to: Café Supervisor

Working with: Duty Managers & Front of House Assistants

The Phoenix Cinema welcomes over 80,000 people every year. As well as delicious coffee, sandwiches and our famous home-made cakes and savouries prepared daily, our café also has a bar service and caters for events and private hires, with seating for 40 people. The cook will spend their working hours in the kitchen and service area, preparing food and serving customers.

Baking and Food Preparation

- Welcome customers, take orders, serve and clear food and drink.
- Bake cakes, savouries and other goods, prepare sandwiches and snacks to schedule.
- Assist the café supervisor with catering for private hires and special events.

Health & Safety

- Understand and practise relevant hygiene, health and safety and fire safety standards.
- Keep the kitchen and storage areas clear, well-organised and easy to use.
- Complete daily and weekly checks, take part in regular deep cleaning.
- Report maintenance issues to duty manager or café supervisor.

Financial and Stock Control

- Follow procedures for effective stock control and wastage minimisation.
- Ensure that cash handling and security procedures are followed.

Staffing and Customer Service

- Maintain a high standard with regard to punctuality, attendance and attitude.
- Work with other staff to ensure public spaces are kept clean and clear.
- Participate in regular staff meetings and training as and when required.
- Carry out other duties as reasonably requested.
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Person Specification

Experience

- At least one year's cooking (baking) skills / experience.
- At least one year's coffee-making/barista experience.
- Cash handling and customer service experience.

Skills

- Baking excellent cakes and savouries.
- Preparation of coffee and other hot and cold drinks including alcohol.
- Good communication skills.
- Understanding of health and safety, food hygiene and licensing laws (training will be given).

- Competent IT, numeracy and literacy skills.

Abilities

- Able to remain calm and work quickly at busy times while remaining welcoming and friendly to customers.
- Self-motivated in time management.
- Ability to work independently and know when to involve others.

Other

- Work within all Phoenix policies and procedures.
- Be informed about, promote and support the work of the Phoenix.
- Be proactive about your own training and personal development.

Rate of Pay: £9.03 per hour, paid monthly and reviewed annually in April.

Hours: 7.5 hrs average per week (a weekend shift) and with occasional cover for other cook and cafe supervisor, and holiday cover as require by arrangement.

Contract: This is a permanent position, subject to the Phoenix Cinema Trust's standard terms and conditions of work.

How to Apply

Please send a cv and covering letter to Martin Laya-Rey via jobs@phoenixcinema.co.uk.