

<b>Job Description - Kitchen Cook</b>	
<b>Job Title:</b>	Kitchen Cook
<b>Salary (FTE):</b>	£13.45 per hour (& Benefits)
<b>Hours of work per week:</b>	25 hours per week (mainly Wednesday - Friday between the hours of 08:30 am - 05:30 pm)  <i>As this is a job share, you may be required to work flexibly during periods of annual leave.</i>
<b>Responsible to:</b>	Cafe Supervisor and Nursery Manager
<b>Responsible for:</b>	Kitchen catering operations, food preparations and hygiene standards
<b>Location:</b>	YMCA North Tyneside (primary location: North Shields)

### **About YMCA North Tyneside:**

YMCA North Tyneside is a dynamic voluntary sector organisation committed to youth and community programmes across North Tyneside, South Tyneside, and Teesdale. As part of the global YMCA movement, we are the world's largest and oldest youth movement, operating in 119 countries and impacting over 64 million people annually. We believe in the potential of everyone to believe, serve, inspire and thrive. Our café and kitchen play a vital role in this, providing wholesome, homemade meals that bring people together.

### **Job Purpose**

We are seeking a passionate Kitchen Cook who enjoys cooking from scratch, experimenting with new ideas, and working in a fast-paced environment. You will prepare high-quality meals for both the Cafe and Nursery kitchen services, including cafe dishes and baked goods, buffet-style options, and all nutritious, child-friendly meals, while minimising waste and managing costs. Working closely with the Cafe team and Nursery staff, you'll adapt menus based on customer demand, seasonal ingredients, and the specific nutritional needs of children. This hands-on role includes the full preparation and delivery of food for

both services, general kitchen duties, and mutual support with the other Kitchen Cook.

### **Key Responsibilities:**

- Prepare and cook homemade café-style meals and baked goods, buffet-style dishes, and all nutritious, child-friendly meals for the nursery, following recipes and incorporating seasonal trends and child nutritional guidelines.
- Contribute to menu planning with the Nursery Manager, balancing cost-effectiveness, customer preferences, and sustainability.
- Support external catering services, helping to grow our buffet-style meal offerings.
- Maintain the highest levels of cleanliness and hygiene in the kitchen, ensuring a 5-star hygiene rating.
- Manage inventory effectively, ensuring key ingredients are stocked while minimising waste.
- Rigorously complete food safety logs, temperature checks and all legal documentation and follow all procedures for safe food handling.
- Work collaboratively with the kitchen, café, and nursery teams to ensure smooth service and timely delivery of all meals.
- Adapt to changing customer demands and ensure flexibility in meal preparation and service.
- Monitor and maintain kitchen equipment, ensuring safe and efficient use.
- Coordinate and execute the full preparation, service, and delivery of all nursery meals, strictly adhering to all dietary and allergy requirements for children.
- Prepare various meals simultaneously, demonstrating strong organisational skills and the ability to multitask effectively.
- Experience catering for large groups, for example, school lunches.
- Demonstrate a strong understanding of food allergens and dietary requirements.
- Proactively identify and address kitchen needs, demonstrating initiative and a hands-on approach.
- Perform kitchen support tasks, including dishwashing and general cleaning.
- Work collaboratively with the other Kitchen Cook providing mutual support to ensure all kitchen duties are completed.

**General:**

It is in the nature of the work at YMCA North Tyneside that tasks and responsibilities are, in many circumstances, unpredictable and varied. Therefore, this job description is not an exhaustive list of duties and responsibilities but is intended to reflect a range of duties the post-holder will perform in line with their remuneration. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

This post requires proof of right to work in the UK, satisfactory references and a satisfactory enhanced DBS Disclosure (the cost of which will be met by the employer).

**Equal Opportunities:**

YMCA North Tyneside is committed to eliminating discrimination and encouraging diversity in the workforce. We aim to be an equal opportunities employer, and we are determined to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

## Person Specification - Kitchen Cook

No.	Essential	Desirable	Assessed by
<b>Education, /Qualifications &amp; Certifications</b>			
<b>City &amp; Guilds</b> 706/1 and 706/2 or NVQ Level 2 equivalent in Professional Cookery)	X		Application / CV
<b>Food Safety Certification:</b> Level 2 Food Safety Certification (or willingness to complete such). Demonstrate a commitment to ongoing professional development.	X		Application / CV
<b>Experience</b>			
<b>Experience in a similar Environment:</b> Proven experience working in a commercial kitchen environment (e.g. cafe, restaurant, catering). Demonstrating experience in preparing and cooking a variety of food often at the same time.	X		CV/ Interview
<b>Large-scale Cooking:</b> Experience in large-scale meal preparation, including buffets and external catering. Demonstrate experience in preparation and serving food for large groups.	X		CV/ Interview
<b>Child Catering Experience:</b> Proven experience or strong knowledge of cooking nutritious meals for young children, adhering to child nutritional guidelines.	X		CV/ Interview / Task
<b>Menu Planning and Cost Control:</b> Knowledge of menu planning, cost control, and stock management. Ability to create menus that are both appealing and cost-effective.	X		CV / Interview / Task
<b>Workplace Skills &amp; Abilities</b>			
<b>Food Safety</b> A strong understanding of food health and safety regulations and a commitment to maintaining the highest hygiene standards. Ability to adhere to food safety proceedings and complete necessary documentation.	X		CV / Interview / Task
<b>Sustainability:</b> A passion for sustainability, reducing food waste, and cost-effective cooking practices. Demonstrate an understanding of sustainable food practices.	X		Interview / Task

<b>Attention to detail:</b> Demonstrate a keen attention to detail in food preparation, ensuring accuracy in portion sizes, ingredient measurements, and presentation. Maintain high standards of cleanliness and organisation, while following recipes and instructions precisely to deliver consistent, high-quality meals.	X		Interview / Task
<b>Allergen Awareness:</b> Food allergen awareness and handling experience. Knowledge of common food allergens and the ability to prepare meals that meet specific dietary requirements.	X		Interview / Task
<b>Personal Skills &amp; Abilities</b>			
<b>Working Under Pressure:</b> Ability to work efficiently and effectively under pressure in a fast-paced environment. Demonstrate the ability to prioritise tasks and manage time effectively during busy periods.	X		Interview
<b>Organisational Skills:</b> Excellent organisational and time-management skills. Ability to manage multiple tasks / menu items at the same time, maintain a clean and organised workspace, and meet deadlines.	X		Interview
<b>Creativity:</b> A creative and fresh approach to menu planning and food presentation. A passion for developing new dishes and adapting menus to customer preferences and seasonal ingredients.	X		Interview
<b>Working as part of a team:</b> Communicate effectively with team members to meet dietary needs and working to schedules, providing a supportive role in creating a positive and healthy environment for both staff and customers.	X		Interview