



NORBAR TORQUE TOOLS LTD

JOB DESCRIPTION

JOB TITLE: COOK

RESPONSIBLE TO: HEAD OF HUMAN RESOURCES

OVERALL PURPOSE OF THE JOB:

To prepare and cook a variety of hot and cold meals and snacks, on a daily basis for the staff canteen to the highest standards providing value for money.

PRINCIPAL ACCOUNTABILITIES:

1. To devise varied daily menus and serve meals to employees and visitors.
2. To liaise with local suppliers regarding the provision of meats, vegetables, salads and grocery items and breads.
3. Prepare hot meals, snacks, salads, etc. for staff and visitors.
4. Maintain daily accounts, recording purchases ensuring that invoices are passed for payment.
5. Ensure that the highest standards of cleanliness and hygiene are maintained in the eating areas and canteen, following guidelines/good hygiene standards and legal requirements.
6. Prepare meals/snacks for ad hoc occasions e.g. Christmas/Seminars.
7. To actively take an interest in changes in catering methods and ideas, implementing changes as necessary.
8. To encourage employees to use the canteen facilities by offering variation, choice and value for money.
9. Supervise and train young people on work experience placements.
10. Any other duties as required by Head of Human Resources.