

Job summary

Role title: Cook

Department: The Harlequin Theatre & Cinema

General description of the role

The Cook will work in the kitchen of the Harlequin's friendly café, delivering the menu of freshly made sandwiches and hot food, whilst maintaining the highest standards within the kitchen.

The role-holder will work five daytime shifts a week, including some Saturdays.

Responsibilities of the role

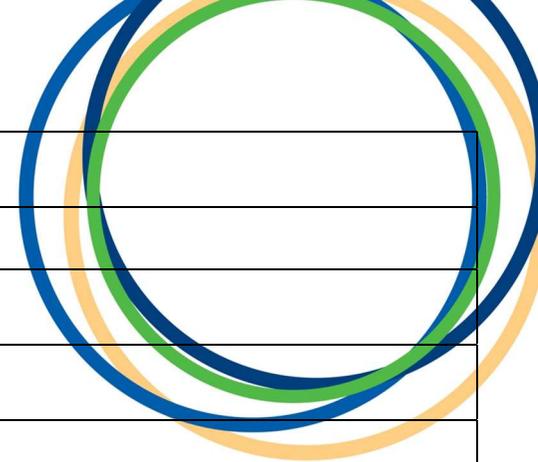
- Prepare and deliver the Harlequin café menu, ensuring that high quality and well-presented dishes are served at all times.
- Maintain a calm, organised and professional approach, including during busy periods.
- Work with the Bar and Catering Supervisor and Customer Experience Manager on developing new or additional menu items when required.
- Make cakes and snacks when required and prepare food for planned private hire events such as meetings and parties.
- Have a clear understanding of and confidence in managing food hygiene, handling, safety and storage. Keep up to date with all mandatory training, including Food Hygiene Level 3, Health and Safety and Manual Handling. Complete other relevant training on-line as required.
- Undertake all duties in compliance with the 'Safer Food, Better Business' food safety procedures and food hygiene regulations, including monitoring, evaluation and record keeping.
- Keep the kitchen area (including appliances and floors) clean, tidy and safe at all times, maintaining the highest hygiene and cleanliness standards.
- Liaise with the Bar and Catering Supervisor to ensure stock is ordered efficiently and correctly.
- Support the Casual Kitchen Assistants in delivering the Harlequin menu.
- We are a small, friendly team at the Harlequin and other duties to assist other teams may sometimes be required.

Person specification and interview assessment form



Candidate name			
Contact number			
Role title	Cook		
Date of interview		Signed by recruiting manager	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
Qualifications			
Food hygiene qualification to level 3 or higher.	E		
Manual handling qualification or willingness to train.	P		
First Aid qualification.	P		
Basic computer literacy, use of the internet, word, outlook and ideally excel.	P		
Experience and achievements			
Demonstrable experience of professional cooking, ideally in a commercial kitchen.	E		
Experience of implementing food hygiene regulations and maintaining high hygiene and cleanliness standards and records in a kitchen.	E		
Experience of stock ordering and rotation.	E		

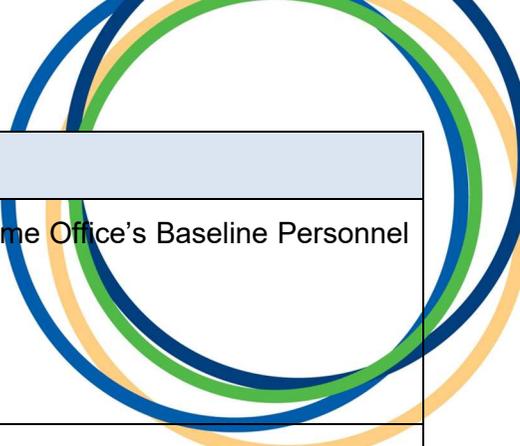


An understanding of wider health and safety matters, including COSHH.	P		
Role required competencies and behaviours			
An interest in and aptitude for providing an excellent customer experience.	E		
The ability to stay calm under pressure and in a busy working environment.	E		
Ability to work with and build positive relationships with a wide range of people.	E		
An adaptable and flexible approach with the ability to organise, prioritise and multi-task.	E		
Able to work alone and independently, as well as part of a team.	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		
Total Criteria Score			Feedback to be given to candidate:
Essential Criteria Score			
Preferred Criteria Score			
Appointment choice number	1st / 2nd / 3rd		

Summary of employment package

Place of work	The role will be primarily based at Harlequin Theatre, Redhill . We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
Salary	Graded OPERATIVE , the salary will be in the region of £21,327 - £24,123 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
Duration of contract	The contract will be offered on a permanent basis.
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.
Hours of work	Hours of work are nominally 36 per week.
Employment Benefits	
Flexible working hours	Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system. Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.
Annual leave	The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays. Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.

<p>Pension</p>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
<p>Training and development</p>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<p>Professional subscriptions</p>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
<p>Car parking / Travel loan scheme</p>	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
<p>Cycle purchase scheme</p>	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
<p>Employee discounts</p>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



Other Conditions

Pre-employment checks

Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):

- at least two satisfactory references
- eligibility to work within the UK, and proof of your identity
- evidence of relevant qualifications

Paid work with another employer

If you are appointed, your contract with the Council should normally be classed as your main employment.

You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.

Disclaimer

Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

