

**Job description**

**Title:** Cook

**Department:**  Catering

**Responsible to:** Catering Manager **Salary:**  £27,500 annualised over 12 months

**Hours:** 37.5 hours per weekrota over a 7 day rota, including some weekends and evenings

**Holiday:** 25 days’ holiday plus 8 days’ public holidays pro rata

We are always looking for talented and energetic individuals to join our small, friendly team at the

American Museum & Gardens. The new catering offer for visitors is the American Garden Deli, which opened in March 2023. If you are passionate about excellent service, great food and want to add value to our customers, we want to hear from you.

We are looking to recruit a cook with:

* 2+ years’ experience working in all areas of the kitchen.
* A passion for good quality and exciting food, to prepare a wide range of light lunches and snacks including soups, hot dishes, salads, sandwiches, sweet treats and cakes
* Confidence in dealing with food production and a busy cafe service

We will give you:

* A good work life balance
* Flexibility around rotas and days off
* Daytime shifts with the opportunity for overtime
* 20% discount on purchases in our Deli and 10% discount in our shop
* Free parking
* Free lunch each day from The Garden Café
* Free entry to the museum for you and your immediate family, and 6 guest passes
* Annual leave of 25 days pro rata

Your skills & enthusiasm will ensure an appetising and tasty catering offer for our visitors, guests, staff and volunteers.

You will work safely and in a hygienic way ensuring high standards of food hygiene and adhere to health and safety policies & procedures.

Occasionally situations may arise that require the post holder to perform other duties or

tasks as may be reasonably requested by the American Museum & Gardens.

**Duties:**

* Prepare fresh recipes that are on the American Garden Deli menu
* Plan daily food production to ensure sufficient stock to supply the Deli with minimum waste
* Deputise for the Catering Manager to ensure smooth running of the kitchen and Deli when the Catering Manager is not at work
* Work with the Catering Manager to ensure sufficient supplies are ordered from approved suppliers
* Supervise Kitchen Assistants and train on food preparation
* Assist with the opening and closing of the kitchen, when working, as the business demands.
* Work with the Catering Manager on the development of new dishes and menus.
* Work with the Catering Manager on the preparation of special menus on event days
* Provide catering services at special events, which sometimes take place outside of normal working hours
* Wash up and clean food preparation utensils & areas as needed by the business.
* Assist with service, wash up and clean down of the Deli when needed.
* Maintain food hygiene and health & safety regulations as directed by the Catering Manager.
* Keep current with technical expertise that may be available as appropriate.
* Promote and represent the American Museum and Gardens work and policies at all times.
* Undertake any other duties and responsibilities that are compatible with the overall scope and authority of the appointment.

This statement is a guide to the nature of the work required of a Cook. It is not wholly comprehensive or restrictive and does not form part of the contract of employment. All employees are required to work within the terms of their contract of employment and adhere to the American Museum and Gardens policies.

**Personal specification**

**Essential:**

Experience of working in a professional kitchen.

Enthusiasm with a love of freshly prepared food and a desire to create great tasting dishes.

A people friendly team player.

Well organised under pressure to be able to have the day’s menu ready in time for service.

**Qualifications:**

Food safety level 3 – refresher training can be provided

Appropriate catering qualifications

**Other information**

The American Museum & Gardens is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff members to share this commitment. This role may be subject to a basic Disclosure and Barring Service (DBS) check. If called for interview you will be asked to disclose details of any convictions which are not yet spent.

The American Museum & Gardens is an equal opportunities employer.

**To apply**

Please send a CV and covering letter outlining how you meet requirements of the role to: helen.foley@americanmuseum.org