

## **Penhurst Retreat Centre Assistant Cook**

**Mission:** Penhurst Retreat Centre has been established as a place where small groups and individuals from all parts of the world can find rest and refreshment in body, mind and spirit.

**Purpose:** The role of the Assistant Cook is: To prepare main meals and suppers for our guests, considering dietary requirements and preferences and creating meals, nutritional balanced, locally sourced where possible.

**Accountable to:** Centre Host

**Responsible for:** Preparing hot lunch meals and light supper meals for guests, primarily at weekends  
Presenting meals for service, serving and clearing dining room and kitchen up afterwards  
Maintaining high food hygiene standards in the kitchen and pantry in accordance with training and Penhurst Retreat Centre policies and procedures.

**Primary working relationships:** Cook, Kitchen volunteers, Centre Host

### **General Responsibilities of all staff**

- Helping to maintain an appropriate atmosphere for a Retreat Centre where guests will be expecting peace and quiet for reflection, prayer, rest and renewal.
- Meeting the needs of guests where possible and ensuring that they are comfortable.
- Helping other team members to ensure the smooth running of the Centre.
- Being aware of the health and safety and safeguarding policies and guidelines that apply to your role and ensuring that the correct procedures are carried out at all time.

### **Responsibilities for the Assistant Cook**

- Liaising with the Cook on handover day regarding meal plans.
- Creating nutritional and balanced menus, considering dietary requirements and preferences.
- Preparing hot main meals for lunchtimes and light suppers, primarily at weekends.
- Overseeing and liaising with volunteers for setting and laying up the dining room for meals and then clearing and cleaning the dining room and kitchen after meals.
- Ensuring everything is washed up, dishwasher loaded and unloaded.

- Maintain standards laid out in Basic Food Hygiene training and comply with rules and regulations issued by Penhurst Retreat Centre relating to the health and safety of the kitchen, staff and volunteers.
- Undertaking regular kitchen cleaning and food hygiene procedures, including kitchen opening and closing procedures, and making sure appropriate records are completed.
- Kitchen equipment; identify anything is faulty, worn out or broken and report to the Cook.
- Reporting any health and safety or food hygiene hazards that are observed in the course of the work to the Centre Host in a timely manner.
- Any other reasonable duties as specified by the Centre Host.

### Person specification

|                               | <b>Essential</b>  | <b>Desirable</b>  |
|-------------------------------|---|---|
| <b>Experience</b>             | 1 year relevant experience as a Cook or Assistant Cook  | Experience of working with volunteers                             |
| <b>Skills</b>                 | Ability to plan and cook nutritional and balanced homecooked meals, taking into consideration dietary requirements and preferences.<br><br>Ability to work independently and consult when appropriate.                        |   |
| <b>Education and training</b> | Food Hygiene Certificate Level 2 (training can be provided)   |   |
| <b>Qualities</b>              | Empathic and gracious, able to get on well with people.<br><br>Steadfast, reliable, trustworthy and honest.<br><br>Willing and flexible.  | Appreciation of people from different walks of life and cultures. |
| <b>Circumstances</b>          | Some flexibility in hours.<br><br>Active and physically able to stand, work on feet and move around for long periods.<br><br>Able to get to/from the centre, which is in a rural, isolated location with no public transport. |   |