

DIOCESE OF SALFORD

Job Title:	Cook – Cathedral House		
Department:	Cathedral House		
Reports to (job title):	Cathedral Dean		
Accountable to:	Cathedral Dean		
Responsible for:	N/A		
Key Relationships:	Cathedral Estate colleagues, Resident clergy, Volunteers, Clergy & Visitors		
Location:	Cathedral House, 250 Chapel Street, Salford, M3 5LE	Travel Required:	None required
Level/Salary Range:	£13.38 per hour	Position Type:	Part-time permanent
Hours of Work:	9 hours per week – Worked over two days, Saturday and Sunday. 4.5 hours per day (10:30am – 3pm)	Holidays	25 days per annum plus statutory bank holidays plus 5 Diocesan closure days (4 over Christmas/New Year and 1-day Maundy Thursday) – all subject to pro-rata for part time employees.
Overview and Job Purpose:			
To provide a first-class lunchtime catering service for the resident clergy at the Cathedral Presbytery (Cathedral House). The cook will be responsible for planning menus, ordering stock/food and preparing and serving food to residents.			
Job Description:			
Main Responsibilities:			
<ul style="list-style-type: none"> • The preparation and cooking of food for lunch-time service and the day-to-day management of the kitchen operation. • Planning menus in advance in liaison with the Cathedral Dean and ordering food/stock accordingly to provide a cost-effective service. • Serving food to clergy during the prescribed lunchtime service operation. • Ensuring the hygiene and cleanliness of all areas is maintained to an exceptionally high standard. • Provide a customer focussed service, which is courteous and responsive and meets the clients' needs. • Order, record and manage sufficient stocks, cleaning materials, equipment and consumables the provision may require to function effectively, and to manage the stocks 			

so as to conform to current procedures, organisational purchasing policy, legislation and supplier guidelines.

Health & Safety:

- Ensure compliance with health & safety, food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times.
- Use all safety equipment and attire (Personal Protective Equipment), as provided for you to complete your tasks safely and correctly.
- Notify Cathedral Dean of any hazards or issues within the building which may be of risk to the Health and Safety of yourself, your colleagues or the users of the building.
- Ensure you are familiar with and follow all fire safety regulation and evacuation procedures. Clear up any litter and debris as you find it. Fire exits must be unlocked and kept clear at all times.
- Ensure trip & slip hazards and spills are removed and cleaned up as soon as they are discovered.

General:

- Comply with all waste management and disposal practices.
- To report any defects or faults in line with internal reporting procedures.
- The post-holder will work flexibly and undertake other appropriate duties commensurate with the role which may be reasonably determined by their manager.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none"> • Level 2 food safety & hygiene certificate. 	<ul style="list-style-type: none"> • Food preparation/catering qualification.
Experience:	<ul style="list-style-type: none"> • Operational experience of a catering facility including the preparation, cooking and provision of food. 	<ul style="list-style-type: none"> • Experience working in a religious or charitable organisation.
Knowledge, skills, and abilities:	<ul style="list-style-type: none"> • Excellent food preparation and cooking skills. • Ability to maintain high standards of cleanliness. • Ability to work effectively and supportively as a member of a team. • Ability to work in an organised and systematic manner according to set procedures. • Good level of interpersonal skills and be prepared to deal with a wide range of people. 	

<p>Personal qualities:</p>	<ul style="list-style-type: none"> • Self-motivated, enthusiastic and able to use own initiative. • Professional and courteous at all times. • Well-organised. • Well-presented for work. • Able to work flexibly on occasion. • Able to work discreetly and maintain confidentiality as appropriate. 	
<p>Other requirements:</p>	<ul style="list-style-type: none"> • This post is subject to a Basic Disclosure by the Disclosure and Barring Service. • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. • Respectful of the Catholic ethos, worship and ministry of the Cathedral Estate. • Willing to undergo further training and development as required. • Able to represent the high standards expected of all staff with a clean and smart appearance. • Must be physically able to perform the duties required. 	
<p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.</p>		
<p>Other Information:</p> <p><u>References and Reports</u></p> <ul style="list-style-type: none"> • Two professional references will be required. • This post is subject to a Basic Disclosure by the Disclosure and Barring Services. • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. <p>Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.</p>		

Confidentiality: During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Probationary period: This position is subject to completion of an initial probationary period of six months.

Environment: The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	HR	Date:	October 2024
Reviewed By:		Date:	

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church’s Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first month of employment.

Print Name:		Date:	
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Signature:		Department/ Parish:	
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