

# Robinwood Lead Cook - 2024

**We are looking to recruit a lead cook for Barhaugh Hall Activity Centre:**

Barhaugh Hall Activity Centre, near Alston, Cumbria.

Lead Cook is responsible for preparation of meals for children and teachers attending a Robinwood course and for Robinwood staff who choose to have Robinwood meals. The Catering Manager is in charge of overall catering provision. Lead cooks take charge of catering shifts when the Catering Manager is not on duty, but will also generally work with the head caterer on other shifts

## Typical shifts

Shift details would be agreed on appointment, but may vary over the period of employment:

Early shifts typically run from 6.00am to 3.30pm

Late shifts typically run from 11.30am to 8.00pm

Long core shifts typically run from 7am to 8pm (typically 1 a week)

## Days worked

On a 5-day contract would be Monday to Friday

No weekends, No Friday evenings.

## At least off 12 weeks off each year

Robinwood centres only operate during school term time, so lead cooks have at least 12 weeks off each year. This time off is allocated during school holidays, but as Robinwood holidays are allocated to match the holiday pattern for the majority of schools that visit Robinwood, we cannot guarantee that all school holidays will exactly match those for schools where a centre is based.

## Pay and hours worked

Pay for lead cooks is £15.80 per hour (£27,934.40 per annum).

An annual profit bonus is also offered awarded.

The pay and hours worked is calculated in an annualised hours system. Lead cooks are appointed on a 34 hpw contract with 6 weeks of paid holiday and a further 6 weeks off. During operational periods lead cooks work higher hours, in order to complete required hours for the year with additional weeks off during school holidays. On a 34 hpw contract a Lead Cook would work an average of 39 hpw.

## Experience and training

Lead Cooks can be appointed either from the group leader team, if they have appropriate experience working in the Robinwood kitchen, or as an external appointment.

Further training will be provided as required.

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## Responsibilities held by lead cook

The responsibilities include, but are not restricted to, the following:

1. To maintain excellent awareness of the needs and wishes of each customer group and to tailor the catering provision offered by Robinwood wherever possible to meet these needs
2. To provide high quality meals for all children attending Robinwood. As each group only stays for 2 nights the menu is designed to repeat every 2 days with meals that are attractive to children but still reasonably healthy and nourishing.
3. To provide high quality meals for teachers/adults accompanying the groups of children that visit Robinwood. Teachers are offered an alternative to the evening meal provided for the children. The menu for teachers still repeats as teachers only stay for the duration of a course, but there are typically more variations in the provision for teachers, particularly if specific requests are made.
4. To provide high quality meals for Robinwood staff, who are offered meals at the activity centre throughout the time that the centre is open for visiting groups. It is important that the adult meals for Robinwood staff are reasonably varied and include a daily vegetarian option so that the menu does not become too repetitive for the staff. Robinwood staff pay for meals and can choose on a meal by meal basis whether they would like to pay for and eat the meals provided Robinwood or bring their own food in. It is important that the meals provided are good and sufficiently attractive so that a high proportion of Robinwood staff opt to have these meals.
5. To oversee the staff timetabled for catering shifts for meals, when the catering manager is not working. Generally the staff assisting on catering shifts will be group leader team staff who have been trained and assessed to fulfil these duties rather than specialist catering staff. The lead cook needs to ensure that all staff working on their shift are successfully completing tasks allocated, within the time available to do so and working well as a team together.
6. To ensure high standards of hygiene are maintained and the dining room and kitchen are kept clean and well presented at all times.
7. To fulfil the values of Robinwood as follows:
  - We are enthusiastic and positive.
  - Through supporting each other we achieve more as a team.
  - We see through the eyes of our customers and provide excellence.