



**THE NORTHAMPTON
ROMAN CATHOLIC DIOCESE TRUST**

Job Profile

Job Title:	Cook
Responsible to:	The Prior
Location:	St Joseph's Priory, Gerrards Cross
Working Hours:	24 hours per week – Monday – Saturday 10am-2pm

ROLE SUMMARY

To provide fresh, nutritious meals for the resident priests of the Priory. Ensuring the kitchen is kept clean and good hygiene practices are adhered to.

MAIN DUTIES

1. Cooking daily a main meal for the resident priests and visitors, taking into account dietary needs.
2. Preparing freshly cooked meals to be refrigerated or frozen and used by the resident priests as needed.
3. Baking of cakes and deserts.
4. Managing a float and shopping for groceries and food required.
5. Planning meals in advance so that the required ingredients are available to you.
6. Ensuring overall food preparation hygiene standards are maintained.
7. Ensuring all food is used by the best before date, fresh food is stored appropriately and at the correct temperatures.
8. Cleaning of the Kitchen, including a periodic deep clean when time allows.
9. Carry out other ad hoc duties, which may prove necessary for the proper performance of the job.

SPECIFIC SKILLS

1. Able to confidently cook nutritious meals.
2. Knowledge and experience of good general and kitchen hygiene.
3. Organised and efficient.

PERSONAL QUALITIES

1. Sympathetic to the aims and objectives of the Catholic Church and ability to relate to its members and their work.
2. Willing to adapt recipes, try new recipes and cater to individual taste or dietary requirements.
3. Has a good sense of humour, flexible and adaptable.
4. Self-motivated, able to take initiative, and has a generous 'can do' attitude.
5. A team player, willing to help others.
6. Trustworthy and discreet