



## Diocese of Westminster

<b><u>Job profile:</u></b>	<b>Parish Cook</b>
<b><u>Location:</u></b>	Bethnal Green - Our Lady of the Assumption Parish
<b><u>Reporting to:</u></b>	Parish Priest
<b><u>Job Reference No:</u></b>	194-BETHG

### **Job Purpose:**

To provide a midday meal for the priests and any other visitors to the presbytery the parish

### **Principal duties and responsibilities**

1. To prepare a midday meal consisting of three courses-starter, main and desert
2. To prepare a weekly food shopping list if required (a float will be provided)
3. To consult with the parish priest regarding any meal preferences
4. To ensure the correct storage of food and to inspect it regularly to ensure food does not become out of date
5. To ensure that the kitchen and dining area are kept clean and tidy (including Fridge, Freezer and cupboards)
6. To maintain essential kitchen and dining room equipment
7. To ensure that all crockery and utensils are placed in the dishwasher or cleaned manually before the end of duty

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<b><u>Person specification:</u></b>	<b>Parish Cook</b>
<b><u>Contract Type:</u></b>	Permanent
<b><u>Salary</u></b>	£11.00 per hour
<b><u>Hours of work:</u></b>	35 hours per week (Sunday to Friday from 9am to 3pm)

### **Experience required**

1. Relevant experience in a similar role.

### **Competences required**

1. An ability to work on own initiative in absence of parish priest.
2. To be discreet and maintain confidentiality in matters relating to parishioners' lives.
3. An ability to work in a small team where necessary.

**N.B** This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required