Job Description

JOB TITLE	Lead Cook
TYPE OF CONTRACT	Full-time, Permanent
RESPONSIBLE TO	Front of House Manager
GRADE AND SALARY	Salary Spine Point 8-12 £28,343 - £31,898 Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	35 hours per week; Monday to Friday, between the hours of 08.00am - 16.00pm. Plus evening and weekend work as and when necessary.
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 5 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days (pro-rata) plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) PENSION	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(3) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(4) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems
(5) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(6) EYE TESTS	Sight test costs are reimbursed to employees who require VDU use
(7) GROUP LIFE ASSURANCE	After 6 months of continuous service you will become eligible for the death-in-service benefit, whereby the nominated beneficiary could receive approximately 4x annual

	salary payment if death occurs whilst in Service
(8) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket

JOB PURPOSE

The Lead Cook is responsible for the daily culinary operations of LAMDA's catering services. This role focuses on the creation, preparation, and production of high-quality, sustainable food. You will lead on menu innovation and food safety across the Talgarth Road campus to ensure high student and staff satisfaction.

DUTIES AND RESPONSIBILITIES

Culinary Operations & Menu Design

- Menu Creation: Design and prepare a diverse food menu that includes seasonal items and meets customer preferences, such as vegan options.
- Hospitality Focus: Create and display food offerings suitable for LAMDA events, external hires, and daily service.
- Multi-Site Delivery: Coordinate food production to support catering requirements across both main campus facilities and The Booth.
- Quality Control: Ensure all food is prepared to a high standard, maintaining consistency in portioning and presentation.

Line Management, Production & Finance

- Line Management and Training: Directly line manage the Kitchen Assistant. Provide ongoing mentorship, training, and support to ensure proper food prep, hygiene standards, and kitchen safety.
- Procurement: Coordinate with vendors to order ingredients and kitchen supplies, such as milk and fresh produce.
- Inventory: Manage stock control, including regular stock rotation and minimizing kitchen waste.
- Financial Records: Maintain updated records of kitchen-related expenses and daily/weekly food costs.

Health, Safety & Compliance

- Food Hygiene: Ensure all kitchen areas are clean, tidy, and fully compliant with Health & Safety regulations.
- Safety Logs: Responsible for recording fridge temperatures and ensuring all kitchen equipment is used and maintained properly.

- Staff Supervision: Oversee and train kitchen assistants or casual staff on food preparation and hygiene standards.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

PERSON SPECIFICATION

	ESSENTIAL	**DESIRABLE**	**METHOD OF ASSESSMENT**
QUALIFICATIONS	Catering qualifications or significant relevant professional experience. Food Safety/Health and Safety certification.		Certificates/Application
SKILLS / ABILITIES	Creativity: Ability to design appealing menus within budget constraints. Autonomy: Ability to work without direct supervision and use initiative to solve kitchen-based problems. Resilience: Highly motivated with the ability to multi-task in a busy production environment. Professionalism: Excellent attendance, punctuality, and a positive, approachable attitude.		Application/Interview
KNOWLEDGE AND EXPERIENCE	Culinary Skills: Proven experience in food preparation and professional kitchen management. Stock Control: Demonstrable knowledge of inventory management and ordering processes. Health & Safety: Strong understanding of food hygiene regulations and kitchen safety standards. Catering Background: Previous experience working as a cook or in a		Application/Interview

	similar professional kitchen environment.		