Cook – London Seminary

Hours: 18 hours per week (Tuesday-Friday, 10.00am–2.30pm with some flexibility) during the Seminary's 32 teaching weeks, with occasional additional hours for special events by agreement.
Salary: £10,828.80 per annum, paid in 12 equal monthly instalments throughout the year.
Location: London Seminary, 104 Hendon Lane, Finchley, London

About the role

London Seminary is looking for a reliable and capable cook to prepare meals for our students and staff.

The role involves preparing and serving a fresh lunch each day, as well as planning and preparing a cold supper for students living on site. The evening supper will be prepared in advance and left ready for students to serve themselves.

Lunch is normally provided for around 20 people, with evening supper for approximately 10. These numbers can increase when we have special events or additional visitors at the Seminary.

The successful applicant will be responsible for the day-to-day running of the kitchen during their working hours. This is a hands-on role, suited to someone who enjoys cooking, takes pride in preparing good food and is able to organise their work independently.

The Seminary operates for 32 weeks each year. The role will normally be worked during those weeks, the salary will be paid in 12 equal monthly instalments throughout the year. There will also be occasional requirements for additional hours to cater for special events, such as the Annual Thanksgiving Service. These will be discussed and agreed in advance.

Main responsibilities

- Plan, prepare and cook a fresh, wholesome lunch for students and staff.
- Plan and prepare a cold evening supper for students living on site, ready for them to serve themselves.
- Cater for the normal daily numbers of around 20 for lunch and 10 for supper, with flexibility to accommodate larger numbers for special events and additional visitors.
- Plan menus and prepare shopping lists, keeping within the agreed food budget.
- Order food and kitchen supplies as required.

- Ensure that lunch and evening supper are prepared and ready at the appropriate times.
- Cater for individual dietary requirements, including food allergies and intolerances.
- Ensure that all food is prepared, stored and served safely and in accordance with food hygiene regulations.
- Maintain the current 5-star food hygiene rating
- Maintain accurate information about ingredients and allergens, ensuring that food is clearly identified and that cross-contamination is prevented.
- Ensure that evening food is appropriately covered, labelled and stored under safe temperature-controlled conditions, with clear instructions for students.
- Keep the kitchen, equipment and food preparation areas clean and tidy.
- Ensure that food stocks are properly stored, monitored and rotated.
- Follow the Seminary's health and safety procedures and report any concerns.

The person we are looking for

The successful applicant will:

- Have experience of cooking for groups, ideally in a school, college, church or similar setting.
- Be confident preparing simple, nutritious and appealing meals.
- Be organised and able to manage their time effectively.
- Be comfortable working independently and taking responsibility for the kitchen.
- Be able to adapt to changing numbers and occasional special events.
- Have a good understanding of food hygiene and safe food handling.
- Understand the importance of food allergies, dietary requirements and preventing cross-contamination.
- Be friendly, approachable and enjoy working in a Christian community.

A Level 2 Food Hygiene qualification, or willingness to obtain one before appointment, is essential. A level 3 qualification would be preferred. Appropriate allergen awareness training will also be required.

What we offer

- A regular, daytime working pattern.
- Four days a week, Tuesday to Friday, 10.00am–2.30pm, during the 32 teaching weeks.
- An annual salary of £10,828.80, paid monthly throughout the year.
- Pension and holiday (to be taken outside of term time)

- Additional paid hours for occasional special events, by agreement.
- London Seminary is a Christian community, and prayer is an important part of its life. Staff are welcome and encouraged to participate in our regular prayer meetings, although attendance is voluntary.

How to apply

Please send a CV and a brief covering letter outlining your relevant experience to stephenwright@londonseminary.org