

TRINITY WINCHESTER

Job description **Cook and Kitchen Coordinator**

Place of Work: **Trinity Winchester**

Hours: **Part Time 16 Per Week**

Pay: **£11.03**

Accountable To: **Operations Manager**

Responsibilities

The post holder will be responsible for the day-to-day co-ordination of the kitchen, food preparation, hygiene and cleanliness of the working area during food preparation, monitoring of food supplies etc as guided by the Operations Manager.

1. Work in accordance with Safer Food, Better Business
2. Prepare nutritious weekly menus always ensuring there is a vegetarian option available
3. Monitor food supplies and construct a weekly shopping-list of food supplies needed for the following week, working within a set budget
4. Oversee volunteers in the kitchen (i.e. NVQ students) ensuring appropriate clothing and hygiene procedures are adhered to. This will include regular Corporate days with local businesses coming in and preparing lunch, it is vital that we build positive relationships with these people.
5. Ensure the kitchen is clean after lunch, usually with the help of volunteers and/or other staff
6. Attend appropriate courses required for the post, ensure hygiene and cleanliness of food preparation areas and to work within food hygiene regulations.
7. Support service user volunteers as part of the learning programme.
8. Use appropriate equipment for jobs within the kitchen
9. Inform the Operations Manager as soon as possible of anything needing attention within the kitchen, i.e. faulty equipment, improvements that can be made to systems already in place etc. Further ideas may be discussed during supervision sessions
10. Attend/chair regular kitchen meetings with appropriate people
11. Attend meetings and training sessions as required

TRINITY WINCHESTER

12. Adhere to the policies of The Centre, especially in respect to Equal Opportunities, Health and Safety, Confidentiality and Child Protection.

13. To undertake any other duties relevant to the running of the centre.

Person Specification

Skill/Qualification	Essential/ Desirable	Assessed by	
Kitchen work experience and ability to cater for large numbers of people.	E	Application	
Excellent communication and listening skills	E	Application	
Ability to demonstrate an understanding of the needs of/issues faced by those experiencing homelessness, poverty, mental health, alcohol/substance misuse	D	Application/ Interview	
Ability to work as part of a team and motivate others	E	Application/ Interview	
Ability to cope with difficult situations, make decisions and seek support when necessary	E	Application/ Interview	
Knowledge of Health and Safety legislation	D	Application/ Interview	
Ability to be flexible and use own initiative	E	Application/ Interview	
Commitment to Equal Opportunities	E	Application/ Interview	