



## **Bridges Centre - Cook/Chef and Kitchen Team lead**

### **Job Description**

#### **Job Purpose:**

To assist in the set up of a food home delivery service (Bridges@Home). Contribute to menu planning and be responsible for the preparation and provision of meals to be delivered to the Bridges client community. Have responsibility for the day to day running of the kitchen ensuring compliance with relevant Health & Safety and Food Hygiene requirements.

**Salary:** £11.50 per hour

**Hours:** 12 hours per week, 9am - 3pm on Tuesdays and Thursday (hours flexible during business planning period)

**Holiday Entitlement:** 22 days, plus bank and public holidays (pro rata)

**Terms of Contract:** Initially 3 months with the potential to extend.

**Reporting to:** Bridges Business Director

### **Duties and Responsibilities**

#### **Project Set Up**

- Attend and contribute to planning meetings.
- Working with project staff, agree operational procedures.
- Ensure the kitchen facilities meet current regulations - ie permits/licenses etc.
- Source and agree terms with suppliers.
- Understand regulations in relation to food delivery.
- Detail costings to ensure project is profitable.

#### **Kitchen**

- On a twice weekly basis, prepare and cook a two course meal in line with agreed pre-set menu's and in accordance with Health & Safety Regulations.
- Meals to be of high quality and well presented.
- Ensure the kitchen facilities meet all food hygiene & safety standards.
- Undertake the cleaning of the kitchen and surrounding areas and also of equipment to ensure the kitchen is maintained to a high level.
- Determine food and supply needs based on rotating menus and maintain stock controls to ensure adequate supplies are maintained.
- Control, manage and minimise food wastage.

- Manage deliveries and ensure supplies are promptly stored.
- Ensure that all kitchen equipment is properly maintained and that any defects are reported promptly to the Business Manager.
- Ensure your own personal hygiene and cleanliness is of the highest standard

### **Team Lead**

- In conjunction with project staff, develop a weekly rotational 2 course menu which is nutritional, appetising and meets the dietary needs of the older client.
- Ensure menus are cost effective whilst maintaining high quality ingredients.
- Supervise any volunteers/staff assigned to assist in the kitchen function.
- Comply with Health & Safety, Fire Regulations, COSHH and other Bridges Policies.
- Ensure standards and operations are maintained and meeting client expectations.
- Actively communicate with manager and team members to ensure project runs smoothly.
- Ensure administrative and operational procedures are documented and carried out to the required standards.
- Manage and maintain accurate catering financial records.
- Meet targets as agreed.
- Work to achieve and maintain a 5\* food hygiene rating
- Attend any training courses as required.

### **Skills and Experience**

#### **Essential**

- To hold a recognised Certificate in Food Hygiene to at least Level 2.
- Experience of cooking in a variety of settings, in particular an understanding of the nutritional needs of the older generation.
- Strong working knowledge of food preparation techniques, cooking methods, and safety and sanitation practices.
- Experience of cooking to order, to tight timescales and to large groups.
- Have up to date knowledge of food allergens and labelling requirements

#### **Desirable**

- A good understanding of all Covid 19 regulations in relation to food preparation and delivery, to include the use of Personal Protective Equipment (PPE)
- Previous experience of leading a kitchen
- Experience of costings and managing budgets
- Suitable catering qualification (City and Guilds, NVQ Level II or equivalent)

#### **Personal skills**

- Good supervisory skills and ability to work efficiently as part of a team.
- Organised, works well under pressure and can meet tight deadlines.
- Enthusiastic with a keen interest in food and catering.
- Self-motivated and self-directed with a positive "can do" attitude
- Can exercise flexibility in working hours.
- An excellent communicator.
- Caring in nature with a desire and willingness to get involved.

### **Footnote to job description**

This is initially a 3-month pilot scheme. Our aim is to deliver hot food direct to the homes of our social circles project clients. These clients represent the elderly and most vulnerable members of our community and prior to the pandemic they attended the Bridges Centre twice a week (Tuesdays and Thursdays) for a day of varied activities and a home cooked lunch. As a result of Covid 19, we have been unable to run these sessions and our clients are missing us. To fill this gap, we are developing a new venture - Bridges@Home to provide these clients with a homely hot cooked meal to enjoy in the comfort of their homes. The meals will be provided twice a week on a Tuesday and Thursday and the initial target is 40 meals per week.

If successful, we aim to widen the service to the remainder of our project clients and then further to the general public. The successful candidate will have an opportunity to grow and develop this project with us and there is potential for this position to become permanent with full time hours. We are therefore looking for someone who is willing to work with us as we grow this venture and who has a vision for the future and a desire to make this project a success.

### **The Application Process**

If you would like to apply for this post, please complete the application form on Bridges Centre's website.

Please send your completed application by email to [beth.baker@bridgescentre.org.uk](mailto:beth.baker@bridgescentre.org.uk) or by post to:

Beth Baker, Bridges Community Centre, Drybridge House, Wonastow Road , Monmouth NP25 5AS

The closing date for **all** applications (by post or email) is 5pm on 4<sup>th</sup> January 2021. (Please note that the Centre will be closing for Christmas and therefore any emails will be replied to on 4<sup>th</sup> January 2021).

If you have not been called for interview by Friday 8<sup>th</sup> January 2021, please assume that you have unfortunately not been short listed. It is not our policy to provide feedback to candidates who have not been shortlisted for interview.