

JOB DESCRIPTION

Post Title	Chef and Catering Manager	
Work place	St Paul's Hostel Worcester	
Responsible to	Facilities and Support Manager	
Purpose of the job	Day to day running of the kitchen Supervision & training of Kitchen assistants Empower and inspire people	
Resources	Staff	Lead and manage up to 3 direct reports, likely to increase subject to further development of the programme
Security Level: Enhanced DBS	Finance	Budget of over £50k pa
	Physical	Hostel Kitchen
	Clients	Small Caseload of clients completing training.
Salary	£26,000.00 - £29,000.00, dependent on skills & experience	
Key Result Areas <ul style="list-style-type: none"> • Improvement of employment opportunities, motivation and work readiness of people experiencing homelessness. • Improvement in the self-esteem and self-confidence of people who experience homelessness. • Contribute to a more tolerant local community so people who experience homelessness will feel less stigmatized. 		
Key tasks are; <ul style="list-style-type: none"> • Provide daily meals for residents • Organise social meals such as BBQ's, themed nights to encourage social interaction and engagement • Work within the departmental allocated budget • Working alongside your Line Manager & other designated LMT representatives to manage current and further develop the Kitchen Assistant Training Programme (KATP), which includes the selection, train and develop a minimum of 3 Residents per year as Kitchen Assistants (is this figure still correct/), paid and voluntary positions in order to motivate and skill them for employment or education. Liaise with local or regional catering businesses to seek placements or employment for Resident who complete KATP • Design an in-house cookery course that prepares up to 10 residents per quarter to cook nutritional meals on a limited budget in order to be more independent. Manage a hostel kitchen, including sourcing and ordering of supplies and the creation of nutritional and appetising menus, for up to 50 people per day. • Inspire people and act as role model. • You will be required to attend Trauma Informed Care training in order that you fully understand and implement this practise in your work behaviours 		
Work arrangements		
Transport requirements	Essential	
Working pattern	40 hours per week	Weekdays 1030 – 1830 (in order to cover dinner service) and occasional weekends
Working conditions	Kitchen based	
Key internal relationships	Leadership and Management Team, Residents, front line Project Workers	
Key external relationships	Local Charities and Community Groups, providers of external catering placements, training and employment opportunities.	

CHEF AND CATERING MANAGER

PERSON SPECIFICATION

	Essential	Desirable	Assessed by
Knowledge			
K1	NVQ Level 3 in Professional Cookery or equivalent		Application, Interview
K2	NVQ Level 2 in Food Safety		
K3	Knowledge of a vulnerable client group or people who persistently refuse support.		Application, Interview
K4	Knowledge of local organisations and development opportunities		Application, Interview
K5	Knowledge of how Health and Well Being is delivered in a two tier Local Authority.		Application, Interview
K6	Understanding and working knowledge of all current Health and Safety legislation and Food Hygiene legislation		Application, Interview
Experience			
E1	At least 2 years' experience as a chef/catering manager including managing a budget.	Working with people with substance misuse, trauma or personality disorders	Application, Interview
E2	Experience of managing individuals who can have challenging behaviours.		Application, Interview
E3	Building relationships with external agencies, suppliers and customers.		Application, Interview,
E4	Management of leading a small team.		Applications, Interview
E5	Experience of teaching or practical delivery of food preparation, including food hygiene and catering and cooking skills.		Application, Interview
E6	Working in a role that requires clear boundaries and professional distance		Application, Interview
E7	Recruitment and assessment of potential trainees		Application, Interview

Core Qualities			
CC1	<p>Openness. Having no preconceptions, ensuring a fresh perspective, objectively appraising each situation and person.</p> <p>Compassion. Showing concerns for others and a strong desire to act in order to change the situation</p> <p>Optimistic. A belief that positive change is always possible.</p> <p>Reflective. A commitment to reflecting on what went well, what did not and how things could be done differently.</p> <p>Mutuality. Commitment to transparent relationships that are fairly negotiated from the beginning to ensure mutual benefit.</p>		Application, Interview
CC2			Application, Interview
CC3			Application, Interview
CC4			Application, Interview
CC5			Application, Interview
Skills and Competencies			
SC1	<p>Good communicator both verbally and on paper, actively listens, communicates in a clear and direct manner and engages with others to further understanding.</p> <p>Participant observer – can observe self and others without being compelled to act before reflecting. Can think, wait, talk to others before acting</p> <p>Mediation skills – can understand both side of a disagreement and resolve conflict or argument.</p>		Application, Interview
SC2			Application, Interview
SC3			Application, Test
Physical, Mental and Emotional demands			
PME1	<p>An ability to tolerate stress and recognise personal limits</p> <p>Capacity to work reflectively and be aware of one's responses to others.</p> <p>Use of self, being authentic, genuineness and congruence and not hiding behind professional status or role.</p> <p>Capacity of self-reflection – desire to know why one is drawn to this work</p> <p>Ability to own their mistakes</p>		Application
PME2			Application
PME3			Application, Interview
PME4			Application, Interview
PME5			Application
Other			
O1	Excellent MS Office skills		Application, Test