**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| Post Title | Chef and Catering Coordinator | |
| Work place | St Paul’s Hostel Worcester | |
| Responsible to | Housing Manager | |
| Purpose of the job | To provide nutritious and well-balanced meals for Hostel residents while fostering a supportive and educational environment in the kitchen. | |
| 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 | TBC |
|  | Physical | Hostel Kitchen |
|  | Clients | Small Caseload of clients completing training. |
| Salary | £27 - £28,000 pro rata – hours to be discussed | |
| Key Result Areas   * Improvement of employment opportunities, motivation and work readiness. * Improvement in the self-esteem and self-confidence of people who use the project. * A more tolerant local community so single homeless will feel less stigmatized. | | |
| Key tasks are;   * Plan weekly menus that utilise seasonal and budget friendly ingredients * Maintain an organised and hygienic kitchen environment * 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. * Organise social meals such as BBQ’s, themed nights to encourage social interaction and engagement * Work within the departmental allocated budget * Manage the Kitchen Assistant Training Programme, which includes the selection, training and development of clients as Kitchen Assistants * Deliver an in-house training course that prepares residents to cook nutritional meals on a limited budget in order to be more independent. * Inspire people and act as role model. | | |
| Work arrangements | | |
| Transport requirements | Essential |  |
| Working pattern | 22 – 35 hours per week negotiable | Two weekends out of four |
| 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  K2  K3    K4  K5 | NVQ Level 3 in Professional Cookery or equivalent  NVQ Level 2 in Food Safety  Knowledge of a vulnerable client group or people who persistently refuse support.  Knowledge of local organisations and development opportunities  Understanding and working knowledge of all current Health and Safety legislation and Food Hygiene legislation |  | Application, Interview  Application, Interview  Application, Interview  Application, Interview  Application, Interview |
| **Experience** |  | | |
| E1  E2  E3  E4  E5  E6 | At least 2 years’ experience as a chef/catering manager including managing a budget.  Building relationships with external agencies, suppliers and customers.  Management of leading a small team.  Experience of teaching or practical delivery of food preparation, including food hygiene and catering and cooking skills.  Working in a role that requires clear boundaries and professional distance  Recruitment and assessment of potential trainees | Working with people with substance misuse, trauma or personality disorders | Application, Interview  Application, Interview  Application, Interview,  Applications, Interview  Application, Interview  Application, Interview  Application, Interview |
| **Core Qualities** | | | |
| CC1  CC2  CC3  CC4  CC5 | **Openness**. Having no preconceptions, ensuring a fresh perspective, objectively appraising each situation and person.  **Compassion**. Showing concerns for others and a strong desire to act in order to change the situation  **Optimistic**. A belief that positive change is always possible.  **Reflective**. A commitment to reflecting on what went well, what did not and how things could be done differently.  **Mutuality**. Commitment to transparent relationships that are fairly negotiated from the beginning to ensure mutual benefit. | | Application, Interview  Application, Interview  Application, Interview  Application, Interview  Application, Interview |
| **Skills and Competencies** | | | |
| SC1  SC2    SC3 | Good communicator both verbally and on paper, actively listens, communicates in a clear and direct manner and engages with others to further understanding.  Participant observer – can observe self and others without being compelled to act before reflecting. Can think, wait, talk to others before acting  Mediation skills – can understand both side of a disagreement and resolve conflict or argument. |  | Application, Interview  Application, Interview  Application, Test |
| **Physical, Mental and Emotional demands** | |  |  |
| PME1  PME2  PME3  PME4  PME5 | An ability to tolerate stress and recognise personal limits  Capacity to work reflectively and be aware of one’s responses to others.  Use of self, being authentic, genuineness and congruence and not hiding behind professional status or role.  Capacity of self-reflection – desire to know why one is drawn to this work  Ability to own their mistakes |  | Application  Application  Application, Interview  Application, Interview  Application |
| **Other** |  |  |  |
| O1 | Excellent MS Office skills |  | Application, Test |