

**Job Description for AUKWSBH Bank Cook / Kitchen Assistant**

**Responsible to:** Executive Chef

Responsible for: N/A

**Hours:** As and when required. Evening and weekend working will be required with advanced notice.

**Location:** Requirement to work at various locations as necessary.

**Main purpose of job:**

To prepare, cook and support the Executive Chef in maintaining a high-quality and consistent catering offer for our customers across our community clubs, cafes and other catering outlets.

**Main duties:**

* To prepare and cook meals and food items (cakes, puddings etc) for our catering offer across West Sussex, Brighton and Hove (Clubs, Cafes and Meal Delivery)
* To maintain exceptional levels of hygiene and cleanliness including the cleaning of preparation and kitchen/serving areas after service.
* To manage stock and oversee management of the kitchen
* To manage staff within the team and volunteers
* To maintain and work in a safe environment in line with good practice and AUKWSBH requirements.
* Work within required budgets
* Work as a member of a larger catering team and alongside catering volunteers
* To work from different locations to support the team and provide cover elsewhere when necessary.
* To transport catering supplies and food between sites as and when required.
* Work with centre staff and other volunteers as required to ensure that a high level of customer service is provided.
* To support front of house operations as and when required.
* Maintain high levels of quality and consistency of standards e.g., presentation and quality of food prepared.
* To minimise waste and ensure environmental and sustainable objectives are met.
* To undertake CPD and training as and when required

**Staff and/or Volunteer Management:**

* Work alongside volunteers supporting the catering function providing clear guidance on roles and expectations.

**Financial management:**

* Work within financial parameters set out by Executive Chef/Head Chef
* Ensure procurement of items and invoices and loaded onto Xero in a timely manner.
* Ensure expenses are submitted monthly.

**Key contacts and relationships**

Executive Chef, Head Chefs and wider catering team and volunteers

Development and other service managers

* Customers/clients
* Suppliers

**Equal opportunities**

Age UK West Sussex, Brighton and Hove is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Scope of job description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

**Person Specification:** Chef

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| **Essential** | **Desirable** |
| NVQ level 2 or equal Catering qualification | An understanding of, and interest in older people, their situations, and the opportunities they may want and/or need |
| Level 2 Food Hygiene certificate | Understanding of and adherence to organisational Code of Conduct, supporting positive change across the charity |
| Proven ability to produce quality meals | Experience of front of house operations |
| Experience of working in a commercial kitchen | Experience of running a commercial kitchen |
| Excellent communication and customer service skills |  |
| Experience of working under pressure |  |
| Excellent organisational skills |  |
| A clean driving license and own vehicle  Ability to travel on occasion/at short notice to different AUKWSBH locations. |  |
| A good understanding of IT and ability to use Microsoft and other IT systems |  |
| Understanding the volunteers and be able to maintain a working relationship |  |
| Sound budget management experience |  |
| Ability to work as part of a team and independently |  |
| Willingness to undertake and participate in training and CPD |  |
| Ability to work evenings and weekends |  |