

## Job Description

**Role:** Sessional Cook  
**Responsible to:** Senior Coordinator, Adur  
**Hours:** Tuesdays & Thursdays 9:30 – 1:30pm (8 hrs) with potential for additional hours covering absence and events  
**Location:** Adur Community Clubs (Specifically Shoreham and Sompting)

### Main purpose of job:

To prepare, cook and serve food and drinks to older people attending Adur Community Lunch Clubs.

### Main duties:

- To prepare, cook and serve food to older people attending Adur Community Lunch Clubs.
- To maintain exceptional levels of hygiene and cleanliness including the cleaning of preparation and kitchen/serving areas after service.
- To complete Safer Food Better Business forms.
- To maintain and work in a safe environment in line with good practice, legal and AUKWSBH requirements.
- To work within required budgets and meal planning.
- To 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.
- To 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.
- To keep tidy and organised food stores and undertake regular stock-checks to enable efficient re-ordering.
- Attend events as and when required, you will be notified in advance of any upcoming events.

### 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.
- Ensure procurement of items and invoices and loaded onto Xero in a timely manner.
- Ensure expenses are submitted monthly.

### Key contacts and relationships:

- Building staff and volunteers.
- 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

Essential	Desirable
Experience of running a community or commercial kitchen and a proven ability to produce quality food and beverage services.	Understanding of and adherence to organisational Code of Conduct, supporting positive change across the charity
NVQ level 2 Hospitality and Catering or equivalent qualification/experience as well as Food Safety Level 2 hygiene certificate or willingness to take a course	
Excellent communication and customer service skills	An understanding of, and interest in older people, their situations, and the opportunities they may want and/or need
Experience of working under pressure with excellent organisational skills	
Ability to work independently and as part of a team of paid staff and volunteers.	Understanding of volunteering and volunteer management
Sound budget management experience	
A good understanding of IT and ability to use Microsoft and other IT systems	
Willingness to undertake and participate in training and CPD	
A clean driving licence and own vehicle  Ability to travel on occasion/at short notice to different AUKWSBH locations.	