



# Community Works

## **Chef/Cook** **JOB DESCRIPTION**

**Post** Chef/Cook

**Location** Communityworks, Undercliffe Lane, Bradford BD3 0DW

**Accountable to** Communityworks CEO

**Hours** 5.5 hours pw

**Term Time**, (Thursdays 8-1.30pm)

**School Holidays**, (Mon – Thurs 9.00 - 1.30pm) Half Terms/Easter/4 weeks Summer

### **Job Summary**

To be responsible for planning and production of meals for our Friendship Centre – an older people's project who enjoy traditional English fare plus a vegetarian option. Plus, extra school holidays cooking for children accessing holiday playschemes.

### **Principal roles and responsibilities**

- Menu planning in conjunction with the Older Peoples' Project Co-ordinator and Play Team, taking into account both older peoples' dietary requirements and those of children & families from diverse backgrounds.
- Preparation, production and presentation of a midday meal on Thursdays for the older people and cooked tea on Mondays, Wednesdays & Thursdays for our children's groups. Preparation, production and presentation of a buffet for a community group on Wednesday early afternoon.
- To be aware of the need to safeguard children and vulnerable adults and be vigilant for signs of abuse, reporting to the named person for Child Protection and contributing to the writing of reports when needed.
- Providing versatile menus using food sourced from Fair Share or other food projects seeking to use food that would otherwise be wasted. We receive a delivery each Thursday morning which would be used as the basis on the next week's menus.
- Guide purchasing of food for the kitchen which will involve both highlighting gaps in produce, and occasional shopping in person.
- To receive, check and appropriately store all deliveries for the kitchen.
- To maintain proper stock control.
- To ensure a high standard of personal and kitchen hygiene, in accordance with current Food Hygiene Regulations. maintaining our 5-star rating.
- To ensure that COSHH (Control of Substances Harmful to Health) Regulations are observed in relation to cleaning products used.
- Liaison with the Communityworks CEO and other Centre staff to ensure the smooth and effective running of the kitchen.
- Reporting all repair needs to the Communityworks CEO.

- Ensuring that all waste food and rubbish is properly bagged up and removed to outside waste bins.
- To share responsibility with the Board and other staff for implementing the Centre's Health & Safety policy.

#### **Other Duties**

- To carry out record keeping.
- To participate in CW team meetings and related activities.
- To follow all policies and procedures, acting as a role model and setting high expectations.
- To participate in training activities and other learning opportunities to improve skills and knowledge in the performance of duties.
- To receive regular line management supervision and assessment of work performance against agreed goals and indicators.
- To undertake additional duties commensurate with the grade and level of responsibility, as agreed with the line manager.

#### **Pay and conditions**

Salary: NJC Scales 5-6: (£13.45 - £13.69 per hour)

Holidays: 5 weeks per annum (pro rata) + 8 public holidays

(2 weeks holidays are set due to closure of the centre, August Bank holiday and Christmas week)

#### **Rehabilitation of Offenders Act 1974**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Applicants for the post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions may result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the order applies.