

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

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	