

Job title	Kitchen Assistant
Salary	£9.00 - £10.00 per hour depending on experience
Contract	Permanent variable hours with guaranteed base hours
Responsible to	Business Manager / Catering Supervisor

Wintercomfort and Food4Food background

Wintercomfort is a well-established charity supporting homeless and vulnerably-housed people in Cambridge. It was founded in 1991 and is the only homelessness day centre in the city. We provide breakfasts and lunches, showers, laundry and a range of support and training. Our fully-equipped commercial kitchen is used for the preparation of the meals we provide to the users of our services, and is also home to Food4Food, which is a social enterprise and is part of the charity.

Food4Food is a catering business providing a range of food for commercial customers, ranging from breakfasts to buffet lunches to evening canapés. Food4Food provides opportunities for volunteering, training and food qualifications to those who have experienced homelessness. As a social enterprise, this aspect of our work is equally as important as the commercial successes we achieve. The kitchen is staffed by a team of three, supplemented by volunteers.

Purpose of the job

We are looking for a new member of our kitchen team. The key purpose of this role is to provide support to the catering supervisor.

The work will involve food preparation in all areas of our catering, and so will include hot and cold food and some pastry work. The successful applicant will need to have experience of working in food preparation, be a strong team player and be ready to take the initiative when required. You will have a good understanding of the need for food safety management and have experience of, and enthusiasm for, the required record keeping. You will need to be able to act on your own initiative, and work well in a team. You will be willing to turn a hand to whatever is required, keep cool in a crisis, pay attention to detail and be keen to assist in supporting our service users to get involved in the kitchen.

This is a great opportunity for someone looking to develop their existing food industry skills and take on responsibility, and who will relish the chance to be part of a team giving something back to the community. This will be the ideal job for someone who has worked in the industry and is looking for a more even-paced role with less onerous hours than are often the case in food service.

Key Responsibilities

- Assisting the Catering Supervisor with the day-to-day running of the kitchen.
- Covering for the Catering Supervisor when they are unavailable or absent.
- To help prepare buffets and other food for outside functions to exacting standards of taste, presentation and food safety.
- Taking a key role in implementation and operation of all operating policies and procedures, particularly the Food Safety Management System.
- To adhere to kitchen health and hygiene regulations and maintain highest standards of kitchen hygiene and cleanliness.
- Prepare, operate and clean food preparation and cooking equipment.
- Maintaining appropriate levels of stock, including conducting and reporting on regular stock checks.
- To deliver buffets and go on shopping trips as required
- Food and associated supplies ordering.
- To work alongside service users and volunteers, supporting, encouraging and mentoring them in kitchen work.

Person Specification

Key Skills and Experience

This form lists the **essential** and **desirable** experience and attributes. When recruiting to this role applicants will be shortlisted on the extent to which they meet these requirements.

Criteria	Description	Essential or Desirable	Means of Assessment (application form, interview, reference, certificate, test)
Experience	<ul style="list-style-type: none"> • Previous experience as a kitchen assistant (or more senior role) involved in food preparation. 	E	A, I, R
	<ul style="list-style-type: none"> • Experience in running, or assisting with, a Food Safety Management System. 	D	A, I
	<ul style="list-style-type: none"> • Experience delivering food service training or mentoring food service trainees. 	D	A, I
Skills	<ul style="list-style-type: none"> • Time management skills and ability to organise and prioritise workload. 	E	A, I
	<ul style="list-style-type: none"> • A good understanding of food safety regulations and hygiene procedures. 	E	A, I, T
	<ul style="list-style-type: none"> • Ability to work on your own initiative and as part of a team, and in a pressurised environment. 	E	A, I
Qualifications	<ul style="list-style-type: none"> • CIEH Level 2 Food Safety qualification or equivalent. 	E	C
	<ul style="list-style-type: none"> • CIEH Level 3 Food Safety qualification or equivalent 	D	C
	<ul style="list-style-type: none"> • Full, clean driving licence 	E	C

Terms and Conditions

Location	Overstream House or at other locations within Cambridge
Working pattern	Monday to Friday with the possibility of some weekend work
Hours of work	Variable hours with guaranteed 30 base hours, flexibility with regard to working hours (including weekends) required
Length of appointment	Permanent contract
Probation period	1 month
Annual leave	25 days (pro-rata for part time posts)
Pension eligibility	Yes

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. We will ask to see original paperwork confirming your right to work in the UK.

This role requires an enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by Wintercomfort for the homeless.

General Information

Wintercomfort works with people who are homeless, at risk of homelessness or with a history of homelessness. We provide services to aid every stage of recovery - from immediate basic welfare needs to long term help in identifying and dealing with the problems which are undermining their stability, and enabling them to engage with education, employment and specialist health services. National statistics rank the numbers of rough sleepers in Cambridge within the highest 20 UK local authorities and the gap between rich and poor is widening with up to 30% of the population living in poverty in the most deprived areas. Budget cuts to services and a shortage of affordable rented housing has seen increasing numbers of people turning to our services; in 2017/18 we helped over 800 people.

For further information about us please visit www.wintercomfort.org.uk

What can Wintercomfort offer?

One of our core values at Wintercomfort is to recognise and reward our staff as our greatest asset. We realise that it's our people who have helped us to become a well-respected charity which helps to make a positive change to homeless people's lives. We want to continue to deliver excellent, relevant services for the homeless in Cambridge by attracting and retaining talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Benefits** – You will be eligible for benefits and services, including pension scheme, death in service benefit and tax-efficient bicycle lease and childcare vouchers.
- **A supported work environment** - You will receive a comprehensive induction and you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs. You will be expected to have developed the skills to fulfil all role requirements within this period. Appropriate performance expectations and objectives will be discussed, agreed and reviewed regularly with your Line Manager so that your performance can be measured against these.
- **Training**- We recognise the importance of having a motivated and effective staff team. We offer on-going training to support you in your role.

Equality of Opportunity at Wintercomfort

We are committed to a proactive approach to equality, which includes supporting and encouraging all underrepresented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

Job Description Review

From time to time, this job description will be reviewed in line with the requirements of the work and organisational development. The post holder will have full opportunity to discuss this and be active in any changes and developments.