

Job title	Breakfast Chef
Salary	£28,000 (pro rata for part-time posts)
Responsible to	Services Manager

Wintercomfort 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.

Purpose of the job

To run the kitchen at Over stream house this role includes providing a daily breakfast for service users five days a week with occasional hot lunches. To be responsible for a food hygiene and safety in the kitchen.

Key Responsibilities

To provide a nutritionally balanced breakfast for service users who use the drop-in on a daily basis and hot lunch as requested.	
To ensure that all catering supplies are ordered within the set budget; stored correctly and that the stock is efficiently maintained.	
To ensure the general cleanliness of the kitchen and storage areas to meet Food Hygiene standards. To record all the data and keep all paperwork to meet environmental health requirements	
To maintain a safe and welcoming environment in the kitchen and to deal with any breaches of policy or of the code of conduct.	
To work alongside service users and volunteers, supporting, encouraging and mentoring in them in the kitchen.	
To work within the organisation's agreed policies and procedures at all times.	
To deal with any administrative tasks record keeping, in an organised and tidy manner.	
To carry out any other duties which may, from time to time, be required as requested by your Line Manager.	

Criteria	Description	Essential or Desirable
Experience	- A minimum of 2 years' experience in the catering industry cooking food for 30-40 people at a time. - Previous experience of working with vulnerable people such as people with	E D

	addictions or mental ill health.	
Skills	• A good understanding of nutrition and healthy eating. • A constructive and positive approach towards working with vulnerable and excluded people. • Strong verbal and written communication skills and strong numeracy skills. • Flexibility and willingness to work occasional extra or flexible hours • Basic IT skills with the ability to use Microsoft Word, Excel and Outlook. • The ability to work in a pressurised environment and as part of a team • Attention to detail and quality control. • Willingness to undertake training as required • Knowledge of catering for special diets including vegan, vegetarian, gluten and dairy free. • Budget Control	E E E E E E E E E D
Qualifications	• GCSEs or equivalent including passes in English and Maths subjects • Educated to Degree level or equivalent • Level 3 Food Hygiene trained. •	E D E

Terms and Conditions

Location	Overstream House
Working pattern	Monday to Friday
Hours of work	25 hours per week 8am to 1pm
Length of appointment	Permanent
Probation period	6 months
Annual leave	25 days plus Bank Holidays (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.

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 that 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.
- **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.