



Community Cook

Job Description

Job Title:	Community Cook
Salary:	NJC Scale 6: £25,419 - £27,514
Hours:	40 per week
Pension	10% employer's contribution
Contract	Permanent
Responsible to:	Facilities Manager
Location:	On Site
Main Purpose:	To coordinate the running of the kitchen, with our volunteer team, ensuring we provide a '3 of your 5 a day' menu.

Main Focus of the Role

To create, develop and nurture a thriving team in the kitchen – the heart of the Centre. Our busy kitchen, run in partnership with our volunteer team is central to our service delivery. When the kitchen is a fun place to be, the whole Centre takes on a positive vibe.

There is a clear connection between mental & physical well-being and a nutritious, balanced diet. With this in mind, we work within a '3 of your 5 a day' menu. Many of the people who visit the Centre, do not have access to good quality, home cooked food, and it is our privilege to provide this every day.

Our kitchen volunteer team changes over time, but one thing remains the same; people want to learn, to look after others by providing delicious food, and to spend time with others enjoying the social interaction that eating together offers.

Our café provides a lovely space for everyone to enjoy the food prepared by the kitchen team, and a friendly, social eating setting, in which people can build connections & enjoy a dining experience.

Within all of our roles is the expectation that we will act as ambassadors for the Centre, we will support events and fundraising drives, and we will contribute to continually raising the profile of the Booth Centre with stakeholders, donors and members of the public.

Our Approach:

We work in a coproduced way, which means a partnership approach to design, review and delivery of the service; this partnership exists between people accessing the service, with experience of homelessness and the team. In order to create a quality, person-centred, welcoming environment, within a psychologically informed setting, we live our values and our behaviours each day, ensuring the experience of people accessing the service informs everything we do.

Our Mission:

Our mission is to bring about positive change in the lives of people who are homeless or at risk of homelessness, and help them plan for and realise a better future.

Our Vision:

Our vision is for everyone to have a secure home and the opportunity to have a good quality of life.

Our Values:

We live our values, which have been agreed with people accessing the Centre. Our values are:

Respectful, Inclusive, Welcoming, Inspiring and Partnership Working.

Our Behaviours:

We agree to display the following behaviours, which reflect our values. Our agreed cross-team Behaviours are:

Compassion, Dedication, Integrity, Openness, Sense of Fun, Kindness, Hardworking, Cheerleading for One Another, Non-judgemental, Supportive

Our Kitchen:

The heart of the Booth Centre is the kitchen. It couldn't run without the help of our volunteers, and we wouldn't want it to. We are lucky enough to have people from a huge variety of different backgrounds and cultures volunteering. The kitchen is the place where they meet to provide those accessing the centre with healthy vibrant meals twice a day. The influence of our kitchen volunteers, with the aid of our community cook brings meals from all over the globe to our dinner plates. It is key that the kitchen is an enjoyable, supportive, and productive place to be for the kitchen team, the volunteers, and everyone accessing Booth Centre.

**Our kitchen volunteers ask that our Community Cook is:
(Comments from volunteers)**

- Flexibility and inclusivity - ability and willingness to provide a variety of dishes.
- To empower and include people working in the kitchen.
- Creating a warm atmosphere, good vibe, always smiling and being positive.

Person Specification - Are you the person we are looking for?

We would like to welcome a positive, outgoing, confident person to head up our kitchen volunteer team. We are looking for a dynamic, team player, who enjoys working with others, enjoys a challenge and takes pride in their work; someone who is interested in the development of others, and the experience of the volunteers.

You don't need to be an excellent cook, though some prior kitchen experience would be preferable. You do need to be supportive, engaging, committed to coproducing (working in partnership) and open to working with people whose first language may not be English.

You will be joining a dedicated, supportive and friendly team. You will be supported to develop and learn, to build your skills and knowledge in a sometimes challenging, often rewarding setting.

Essential Skills

- Excellent communication skills, both written & verbal
- Ability to work well in a busy environment
- Ability to delegate effectively
- Ability to keep to task and meet deadlines

Customer Service Skills

- Providing a warm welcome for everyone who comes to the Centre
- Providing an inclusive, supportive setting for all who join the kitchen / café team
- Leading by example with your volunteers, ensuring a blend of professionalism and friendliness
- Overseeing a professional breakfast and lunch time service is delivered
- Coproducing volunteer meetings

Administration Systems Knowledge & Experience

- Ensuring daily fridge & food temperatures are recorded
- Ensuring food prep records are kept
- Ordering food
- Stock rotation
- Excellent IT skills
- Good working knowledge of Office 365 & Excel

General Requirements

- To attend regular one to one sessions, team meetings, planning days, etc.
- To undertake training, both mandatory & elective, as agreed with your line manager
- To work with people accessing the service, volunteers & team members in an inclusive and equitable manner
- To undertake any other duties as reasonably requested by your line manager
- To act in a way which accords with the Booth Centre's values & behaviours
- To follow policies & procedures at all times. To show commitment to equality of opportunity for all

How to Apply

Research indicates that marginalised groups tend to apply only when they feel confident they meet all the criteria stipulated for a position. We encourage all individuals to apply even if they do not meet all of the requirements listed and welcome applications from anybody in the community, particularly people with experience of homelessness.

To apply, please forward a supporting statement to our Administration Manager: caitlin@boothcentre.org.uk taking care to address all items in the Person Specification.

Closing date: 27th September 2022 midday

Taster Morning: 8:30am -13:00pm Monday 3rd– Thursday 6th October

Interview date: Friday 7th October

All successful applicants will be subject to an Enhanced DBS check and satisfactory references. We are legally required to see proof of eligibility to work in the UK.