

Age UK Hammersmith and Fulham is an independent local charity dedicated to enriching the lives of older people across the borough. Our mission is to support the wellbeing and independence of our community members through a diverse array of practical services and engaging activities. We strive to make the lives of older people more fulfilling and enjoyable.

Our lunch service is a cornerstone of our community offerings, providing a warm, welcoming environment where older people can enjoy nutritious meals and social interaction. We offer meals Monday to Friday at our Centre on Greyhound Road. Each week starts with a brunch service on Monday mornings. From Tuesday to Friday, we serve a two-course lunch at 1 pm, featuring a variety of dishes that change daily to keep the menu exciting and diverse. Our lunches often attract up to 45 guests, highlighting the importance and popularity of this service within our community.

Position:	Chef/Kitchen Manager
Salary:	£20,428.72
Hours of Work:	25 hours per week
Reports to:	Activity Centre Manager
Location:	Age UK Hammersmith & Fulham Activity Centre 105 Greyhound Rd, W6 8NJ
Role Overview:	<ul style="list-style-type: none"> • Designing and preparing nutritious, varied lunches for up to 45 people each day. • Managing the orders of any ingredients and maintaining kitchen supplies. • Preparing and cooking two-course meals Monday through Friday. • Ensuring compliance with all food hygiene and health and safety regulations in the kitchen. • Leading and coordinating a team of community kitchen volunteers, providing guidance and support. • Overseeing all kitchen operations, maintaining cleanliness and organisation. • Occasionally catering for internal and external events.
What we offer:	Employee Assistance Programme: Access to confidential support and counselling services.

	<p>Holiday Entitlement: 18.6 days per annum (pro rata based on 26 days full-time for 25 hours per week).</p> <p>Pension Scheme: We offer a pension scheme with a 5% employer contribution.</p> <p>Training and Development: Opportunities for professional growth and development.</p>
Website:	https://www.ageuk.org.uk/hammersmithandfulham/

Duties:	<ul style="list-style-type: none"> • Prepare and cook meals and refreshments for Centre clients and ad hoc Age UK Hammersmith and Fulham events. • Maintain the kitchen area, food, and equipment in a clean and tidy manner that meets legislated Food Hygiene standards. • Plan menus and order supplies. • Organise the serving of food and refreshments, ensuring timely delivery. • Wash and clear away dishes after serving, ensuring the kitchen is left clean and tidy. • Store all cleaning materials correctly in line with COSHH regulations. • Monitor and record possible allergens in the food served. • Manage kitchen volunteers: organise rotas, conduct quarterly support and supervision sessions, and address performance issues. • Cover appropriate duties as reasonably required by the Activity Centre Manager. • Adhere to all Age UK Hammersmith & Fulham policies and procedures in all aspects of work. • Participate in supervision, appraisals, and training.
	<p>The above outlines the main duties and responsibilities of the post and is designed to provide an overview of the nature and scope of this role. However, this is not an exhaustive list of all duties required.</p>

	Person Specification	Essential or Desirable
KNOWLEDGE		

1.	Knowledge of providing a healthy balanced menu appropriate to clients' needs.	E
2.	To have completed the Food Hygiene Certificate Level 3.	E
3.	Demonstrate good communication skills.	E
4.	An understanding of the needs and concerns of older people.	D
SKILLS & ABILITIES		
5.	Able to work collaboratively as part of a team.	E
6.	Empathy for working with older people.	E
7.	Ability to work alone and prioritise workload.	E
EXPERIENCE		
8.	Experience as a Cook.	E
9.	Experience of working with older people.	D
10.	Experience of working to food hygiene regulations.	E
11.	Experience of using catering equipment.	E
12.	Experience of managing staff/volunteers.	E
EQUAL OPPORTUNITIES		
13.	Commitment to incorporating Equal Opportunities principles into all aspects of work.	E
ADDITIONAL		
14.	Must occasionally be able to work outside of usual working hours, for example, to help cover special events.	D