**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **Job Title:** | **Chef / Catering Manager** |
| **Salary:** | **£ 30,000.00** |
| **Hours of Work:** | **Full Time** |
| **Responsible to:** | **Volunteer and Office manager with close working with Day Opportunities Manager.** |
| **Based at:** | **Ann Owens Centre, Oak Lane, East Finchley, N2 8LT and Hendon Centre at 154 Station Road, Hendon, NW4 3SP** |
| **Purpose of Job:** | **To manage the catering function within our organisation across two sites. (East Finchley and Hendon) As our chef / catering manager you will be responsible for food hygiene compliance across the organisation, ensuring our kitchens run smoothly, and will be involved with all aspects of catering including menu planning, ordering and cooking.** |
| **Website:** | **www.ageukbarnet.org.uk** |

Our catering operation currently includes the following but could be expanded.

1. Day clubs offers a stimulating and supportive service for clients living with dementia and some carers. The service currently operates from the Ann Owens centre 2 days a week, and from Station Road Hendon 3 days a week. The new postholder will have the opportunity to develop the catering/kitchen service for both sites.
2. Friday lunch club – newly launched in September 2024 offering a lunch for older clients followed by activities. Catering manager will be responsible for ensuring the efficient planning and execution of these lunches.
3. Cookery classes - as part of our Wellbeing services. These classes are offered to clients (maximum attendees - 25) on a weekly basis. The postholder will work closely with the cookery coordinator who runs these sessions.
4. Occasional catering for AUKB functions.

**Duties**

* Manage the kitchen and pantry areas, ensuring food is prepared and equipment is maintained in a clean and tidy manner that meets the current legislated Food Hygiene standards
* Prepare and cook meals and refreshments for Day Opportunity members, Friday lunch club and ad hoc AUKB events.
* Ensure all kitchen food hygiene paperwork and records are always up to date.
* Support, coordinate and manage our catering assistant and catering volunteers.
* Liaise with local food banks and supermarkets regarding food donations.
* Incorporate food donations into menu planning ensuring a minimum of food wastage.
* Work closely with the Living Well Coordinator and Activities Manager to plan menus and order supplies.
* Organise daily service of food/refreshments and ensure that it is done on time.
* Coordinate food bank donations and work flexibly around menu planning with these donations.
* Manage catering assistant and work alongside catering volunteers.
* Ensure kitchen area and dishes are cleaned and stored away after service.
* Ensure all cleaning materials are stored correctly in line with COSHH regulations.
* To monitor and record possible allergens in food served and ensure these are appropriately displayed.
* Assist with AUKB staff/volunteer training in Food production and Food Hygiene
* Open/close premises as required.

The above items outline the main day to day duties and responsibilities of the post and are designed to give a flavour of the nature and scope of this post. However, they do not represent an inclusive list of all the duties required.

Post holder may be asked to cover appropriate duties as reasonably required by management.

* May be required to work closely with Day Clubs Team to develop cooking related activities with clients.
* Forward plan and develop the catering service.
* Note the post holder will be required to attend some meetings and training events. Some of these may be held out of normal office hours and may involve travel away from the local area.
* The post holder will be expected to adhere to all Age UK Barnet policies and procedures in all aspects of their work.
* The post holder will be expected to participate in supervision, appraisals, and training.

**Age UK Barnet is committed to safeguarding and promoting the welfare of vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.**

**Person Specification- Catering and Kitchen Co-ordinator.**

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|  | CRITERIA | **ESSENTIAL** or **DESIRABLE** |
|  | **KNOWLEDGE/QUALIFICATIONS** |  |
|  | Knowledge of providing a healthy balanced menu appropriate to client needs. | E |
|  | Hold minimum NVQ level 1 and 2 or City and Guilds 706/1 and 2. | E |
|  | Full understanding of allergy legislation and dietary/cultural requirements | E |
|  | To have completed the Food Hygiene Certificate Level 3. | E |
|  | Demonstrate good communication skills. | E |
|  | An understanding of the needs and concerns of older people, including those with dementia. | D |
|  | **SKILLS & ABILITIES** |  |
|  | Able to work collaboratively as part of a team. | E |
|  | Empathy for working with older people | E |
|  | Ability to work alone and prioritise workload. | E |
|  | Able to use online retailers and liaise with local suppliers including foodbanks | D |
|  | Excellent communication skills | E |
|  | Confidence to manage a kitchen area used by several different teams whilst maintaining appropriate standards. | E |
|  | **EXPERIENCE** |  |
|  | Minimum 2 years’ experience working at a chef level. | E |
|  | Minimum 1 year experience working in a catering supervisory capacity. | E |
|  | Experience of working and ordering within set budgets. | E |
|  | Experience of working with older people | D |
|  | Experience of working to food hygiene regulations | E |
|  | **EQUAL OPPORTUNITIES** |  |
|  | Commitment to incorporating Equal Opportunities principles into all aspects of work. | E |
|  | **ADDITIONAL** |  |
|  | Must occasionally be able to work outside of usual working hours, for example, to help cover special events. | D |
|  | Ability to travel around the borough | E |