

## CHEF

### Job Description

<b>Responsible to:</b>	Chef Manager
<b>Responsible for:</b>	N/A
<b>Hours of Work:</b>	<b>40</b> hours per week, worked on a rota basis, including evenings, weekends and public holidays
<b>Work Location:</b>	<b>Walthamstow</b> , although may be required to work at any YMCA St Paul's Group location

### **Job Purpose**

The Chef will support the Chef Manager in the smooth running of the kitchen and front of house. They will prepare cooked meals and café style food. They will ensure food served throughout the day as required by service need. They will assist in maximising catering business and contribute towards meeting relevant financial targets by promoting YMCA St Paul's Group values through a passion for cooking and catering. The Chef will support the Chef Manager in ensuring that catering for special events inspires and has healthy eating aspects.

### **Organisation Context**

The vision of YMCA St Paul's group is of 'places where young people thrive and communities flourish'. Its mission is to be 'an inclusive Christian Association transforming communities so that all young people can belong, contribute and thrive'. We are inclusive of all faiths and none - we seek to welcome everyone, offer excellence in all we do, inspire hope in others for what they might achieve and strive to grow and develop both people and places.

YMCA St Paul's Group (SPG) emerged from the coming together of four separate Associations over an 18-month period. The group is the largest YMCA in Europe and one of the largest providers of supported housing in London and beyond, providing a safe place to stay for over 1,200 residents each night.

As well as accommodation, education and training, the Association is focused on the transformation of communities through its 6+ Health and Wellbeing Centers, including an outdoor swimming pool and a wide range of Children, Youth and Family programs including nurseries, after school clubs and soft-play centers. We actively explore opportunities to work in partnership with external organizations and agencies with a common goal to deliver excellent services and activities. Through mergers and accompanying new investment we expect the range, reach and impact of our services to grow so that we can better realize our vision.

## **Duties and Responsibilities**

### **Catering**

- Cook weekly menu cycles for service users/customers, considering the type of provision required, cost, portion control and ensuring that food prepared is nutritional and varied.
- Work with the Chef Manager to ensure food preparation is carried out appropriately, ensuring resources are used and ordering is undertaken in an effective way by using only nominated suppliers.
- Prepare food and drinks for occasional functions and conferences to a high standard.
- Minimise food and disposables waste, whilst maximising recycling, by both our catering staff and customers.
- Work safely and within YMCA St Paul's Group policy guidelines, statutory Health, Safety and Food Hygiene guidelines, and COSHH Regulations.

### **Catering Functions**

- Assist the Chef Manager to promote the Centre as a venue for events, corporate and private functions.

### **Menu Preparation**

- Prepare the menus ensuring that food prepared is nutritional, tasty, well presented and varied.

### **Health & Safety**

- Support the Chef Manager to ensure that kitchen staff are aware of emergency procedures and carry them out in the kitchen when required.
- Ensure that the 'Safer Food Better Business for Caterers' standards are being carried out by all staff who work in the kitchen.
- Ensure Incident Reports and Accident Reports are completed.
- Ensure that safeguarding processes and procedures are adhered to and to report any concerns to organisational Safeguarding Lead.

### **Customer Care**

- Resolve service user/customer complaints where practicable.
- Report service user/customer complaints or comments about the food served in the restaurant.
- Assist the Chef Manager with promotional ideas and special offer prices ensuring that the food that we offer throughout the year will attract new service users/customers and keep our regular customers interested.

## Risk Management

- Ensure compliance with all relevant legislation including Safeguarding, Confidentiality, Data Protection and Health and Safety guidelines and policies.
- Be alert to and minimise all financial risks, health and safety risks, risks to the reputation of YMCA St Paul's Group and fraud.
- Assist the Chef Manager to ensure such measures as monthly stock takes are undertaken
- Complete cleaning schedules which encompass daily, weekly and periodic cleaning keeping their own work area clean.

## General – All Staff

- Attend all relevant training and development programmes.
- Attend all relevant cross departmental, and corporate meetings as and when required.
- Undertake all duties regarding the Association's Equal Opportunities and Diversity Policy and other policies and procedures adopted by the Association.
- Respect the Christian ethos of the YMCA and uphold its values.
- Undertake any other reasonable duties as requested by line manager.

## Scope and Limits of Authority

- Autonomy to determine daily priorities and minor adjustments to menus, depending on supplies available.
- Generally, discuss changes and decisions with Chef Manager.
- Deputise in the Chef's absence.

## JUNIOR CHEF

### Person Specification/Key Competences

<b>KNOWLEDGE</b>	
<b>Essential</b>	<b>Desirable</b>
Holds a current Level 2 food hygiene certificate	Knowledge of Health & Safety and Fire Safety in the workplace
Knowledge of special diets and food allergies	
<b>Essential</b>	<b>Desirable</b>
Previous experience of producing a variety of meals for the public	
Previous experience in similar catering positions	
<b>APTITUDES AND SKILLS</b>	
<b>Essential</b>	<b>Desirable</b>
Able to develop and maintain positive working relationships with others	
Able to form non-judgemental and constructive relationships, especially with vulnerable people, whilst holding clear boundaries	
Able to produce reports and present work analytically	
Excellent communication and interpersonal skills	
Able to confront difficult situations and reconcile different viewpoints	
Able to proficiently use IT systems, including working with databases, Microsoft office, email, internet	
Good planning and organisational skills in order to manage a busy and varied workload	
Able to work unsocial hours, including evenings, weekends, and public holidays	
Able to travel to different YMCA sites	
Able to work effectively in an Equal Opportunities & Diversity environment	
Able to respect the Christian ethos of the YMCA and uphold its values	

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

## **JUNIOR CHEF**

### Terms and Conditions of Employment

#### **Salary**

£29,235.65 per annum

#### **Hours of Work**

40 hours per week, worked on a rota basis, including evenings, weekends and public holidays

#### **Annual leave**

Commencing at 25 days per annum plus public holidays

#### **Conditions of Appointment**

Subject to satisfactory references, medical clearance, Disclosure Barring Service check and verification of ability to work in the United Kingdom.

#### **Probation Period**

Subject to satisfactory review, the contract will be confirmed after six months unless stated otherwise.

#### **Continuity of Service**

For those already employed within the YMCA Federation, continuity of service will be recognised.

#### **Notice Period**

One week during the probationary period and then a minimum of one calendar month.

#### **Pension**

Subject to certain criteria set by Government, you will be auto enrolled into our chosen workplace pension scheme. The default position on Auto-Enrolment will be for your contributions to be made on a Salary Exchange basis, but you will have the option to opt-out of this arrangement. In respect of these Salary Exchange arrangements, you agree that your gross pay will be reduced by an amount equal to your Salary Exchange contributions.

#### **Other Benefits**

Free use of the Health and Fitness facilities and a staff discount in restaurants.