

Othona Bradwell
Cook - Caterer Lead
Job Description and Person Specification

Summary, purpose and objectives of the role

Good food and eating together is a vital part of being a community. Food brings people together. Good food makes people happy and relaxed and helps them enjoy meeting other people and sharing a meal together to get to know one another. The Othona Community provides good quality, home style cooked food, from wherever possible local suppliers to enable people to enjoy being together.

The Cook and Catering Lead is a key role in ensuring our hospitality continues to nourish and nurture. You will be a part of our Residential Community Team and have responsibility for cooking, ordering menu planning and meeting our statutory responsibilities in relation to food safety.

Main duties and responsibilities

Cooking and catering

Provide a catering service for the Community, including selection of foods and healthy food choice, selection of products according to the menu and working to operational service times.

Prepare and cook a wide range of dishes to a high standard for: breakfast, morning coffee, lunch, afternoon tea and dinner as required.

Maintain high standards in the quality of food, both its preparation and presentation.

Instruct and train other staff and volunteers in tasks and duties as required to maintain the catering function.

Operate and implement policy in line with Safe Food Better Business standards, including hot and cold temperature and quality controls.

Maintain the highest standards of hygiene at all times and comply with Othona Food Hygiene and Health and Safety policies.

Ensure cleaning rotas are completed and signed off and the kitchen is left clean and tidy at all times.

Undertake stock taking and purchasing as required including checking the completeness of suppliers' deliveries and the correctness of invoices.

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Other tasks and activities

Provide a hospitable, warm and welcoming environment for everyone attending our programmes, activities and community.

Share time together with visitors and guests to listen, support and encourage them to participate in community to the best of their ability.

General cleaning including bedrooms and turning them around for new guests' arrival.

Occasional reception & telephone call answering and responding.

Responding in an efficient and polite way to the needs and issues which arise on a regular basis for guests and visitors.

Following the Othona values and implementing them through our behaviours to demonstrate that we follow Jesus and his lifestyle of love and servanthood.

On occasion you may be asked to deputise for the Centre Manager and other colleagues in their absence.

Living together as the residential community team. Sharing the principles of Christian community even when there are no guests or visitors.

Leading and supporting chapel services and reflections to be inclusive and accessible for all.

Any other duties as requested by the Centre Manager.

Summary Terms & Conditions

Salary circa £10,000

28 days annual leave which includes 8 Bank Holidays

Othona Pension scheme, 10% employers contribution

Self contained accommodation including food and council tax paid by the Community

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Transport – use of community vehicle for personal use, agreed rate charged

Personal vehicle used for community business, agreed rate of expense reimbursed

Suitable development training as agreed

A successful appointment will be conditional on the receipt of two satisfactory references and a DBS background check at the appropriate level.

Continues over

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Qualities	Essential [Qualities that are essential to perform the job]	Desirable [Qualities that would allow for the job to be performed at the optimum level]
Qualifications	Food hygiene level 2	catering qualification
Faith	Demonstrate regular participation in a Christian faith community Able to work in an ecumenical setting Actively support the principles of "Inclusive Church"	
Knowledge and experience	Experience within the hospitality and customer service sectors Awareness of food safety requirements, including allergen and dietary requirements Ability to work according to policies and procedures, especially H&S, safeguarding and financial control Able to oversee the kitchen, food ordering, stock and budget control.	
General skills & aptitudes	Clear verbal and written communication. Able to communicate by email	

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Person Specification		
	<p>Willingness to learn new skills eg. First aid, food hygiene.</p> <p>The patience to train and work with volunteers</p> <p>Able to engage with a wide range of people in a warm and friendly manner</p>	
Personal attributes	<p>Resourceful, able to resolve problems as they arise</p> <p>Practical, able to turn your hand to varied tasks - cooking, cleaning, gardening, first aid, simple maintenance etc</p> <p>Resilient both physically and mentally</p> <p>Considerable personal flexibility.</p> <p>Able to cope with the rigours of living and working on site with a small group of people in modest accommodation, in a moderately remote setting</p>	

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	<p>A resource finder, able to ask for and accept help from diverse sources for self and the running of the centre</p> <p>Able to maintain healthy personal boundaries and good self care</p>	
Circumstances	<p>Clean driving licence</p> <p>Must have current right to work (and remain) in the UK</p>	