



The Octagon Community Centre Malvern
Brook Farm Drive, Malvern, WR14 3SQ

Registered Charity Number: 1197948

malverncommunitykitchen@theoctagoncentre.org.uk

CHEF

Job Description and Person Specification

Malvern Community Kitchen is a new project which will serve an early evening meal with high quality fresh food prepared on site, for local families with children who are struggling with the cost of living crisis. Our dinner guests will be identified on a referral basis from local GPs and social prescribing partners. Once referred to us, we aim to support each family for a 6 month period. Initially, supper will be served twice per week (at The Octagon Centre on Sundays and at St Mary's, Pickersleigh on Wednesdays) with 2 servings on each evening at 4:30 & 5:30pm.

Food for the week will be cooked on Sunday afternoons at The Octagon and then transported to St Mary's for the Wednesday evening meals. Two or three volunteers will assist with the main food preparation on Sunday afternoons.

We would like to employ a part-time Chef to assist with this project.

SUMMARY

Hours: 8hrs per week @ £15 per hour

Times: Sunday 2:30pm - 7pm

Wednesday 3:30pm - 7pm

Reporting to: MCK Project Manager

Responsible for: Preparation of high quality freshly cooked food. Oversight of volunteers and staff in the assisting with preparation, service and storage of food.

Location: The Octagon Community Centre Malvern and St Mary's Pickersleigh.

Closing date: 22nd Jan 2025

Detailed description of Role

- Preparing a single meat based meal for approximately 60 clients each Sunday afternoon. NB This number is likely to increase during the first few months of this project.
- Periodically preparing a vegetarian/vegan alternative which can be frozen in individual portions until needed.
- Supervising the volunteers who will be available to assist with the food preparation (peeling and chopping fresh vegetables, for example).

- Supervising all activities in the kitchen, including the safety of those using the kitchen, and ensuring that the kitchen is left in a clean and tidy state at the end of each dinner service.
- Some initial recipes will be provided, but thereafter the Chef will be involved in menu planning for the project, in collaboration with the Project Lead Organiser. This will include consideration of feedback from clients alongside consideration of nutritional benefits.
- Overseeing storage of food for use later in the week.
- Willing to attend training courses as required
- Placing food orders online and arranging delivery, as agreed with the Project Manager.

Person Specification

Qualities and Attributes

- Cheerful, positive, 'can do' attitude.
- Good communication skills with the ability to build strong relationships with a wide range of people, especially members of the local community and project volunteers.

Skills and Experience

Essential

Passionate about preparing tasty, nutritious food.
Willing to attend training courses and to continue to learn and improve these skills.

Requirements for this role

Food safety / hygiene and relevant safeguarding courses, all of which can be completed online. If the successful applicant does not already have these qualifications, MCK will pay for the relevant courses to which will need to be completed prior to starting this job. Additional/refresher training may be necessary at times.

Application Process

Please apply for this role by sending an email to
malverncommunitykitchen@theoctagoncentre.org.uk

We intend to interview applicants on Thursday 23rd January 2025 at The Octagon Community Centre.

Safer Recruitment Statement

Our organisation follows Safer Recruitment principles and guidelines for all posts where contact with children and/or vulnerable adults is likely – this includes a *full application process, interviewing candidates, taking up and verifying two satisfactory references, identity checks and a (Disclosure and Barring Service) DBS check at the relevant level.*

Diversity Statement

Malvern Community Kitchen values people as individuals with diverse opinions, cultures, lifestyles and circumstances. We encourage applications from a diverse range of candidates to help us reflect our world and the communities we work alongside.