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### **Job Title:** Second Chef, Refresh

**Reports to:** Catering Manager

**Responsible for:** Chef/Meals on Wheels Co-Ordinator

**Location:** Refresh, Skainos Square, 239 Newtownards Road, Belfast

**Salary:** £17,505 per annum

**Hours:**  37.5 hrs per week Monday to Saturday on a rotational basis

**Leave:** 34 days (including 12 statutory days) p.a.

**Pension:** National Employment Savings Trust (NEST)

**Health Care:** An employee health care plan with Westfield is available after successful completion of probationary period

**Probation:** This post is subject to a 6 month probationary period

**Childcare Vouchers**: A Childcare Voucher scheme is available with Employers for Childcare

**Overall Responsibility**

Refresh is a social economy project of East Belfast Mission. Reporting to the Catering Manager, the Second Chef will produce quality food to menu specifications in a high turnover unit for café customers, service providers and external functions as required.

The Refresh Café is open Monday to Friday from 8 a.m. to 5 p.m. and on Saturdays from 9 a.m. to 3 p.m. The post holder will work a rotating shift pattern across these hours on a 37.5 hours per week basis. They will also be expected to work outside of these hours on occasions to cater for external functions as required.

The post holder will have full responsibility for all aspects of Refresh in the absence of the Catering Manager.

**Main areas of Responsibility**

1. To work within the kitchen team to produce food for Refresh to a high standard on a daily basis including breakfasts, lunch, some evening meals, snacks, meals on wheels and catering for external events
2. Provide a hospitality/catering service for EBM meetings and external conference and meeting events in the Skainos complex
3. To promote and drive the external Catering Service
4. To create/adapt menus where appropriate relating to the sales mix/costings and to customer tastes
5. To provide and co-ordinate a daily meal service for the Meals on Wheels programme and for Bright Sparks Child Care facility
6. To help maintain and control stock and stock records, ensuring any irregularities are reported to the Catering Manager
7. To maintain financial procedures including till operations/completion of weekly accounts as set by the Head of Business Development and the Catering Manager and to work within an expenditure budget
8. To provide information to fulfil requirements from funders as required
9. To be able to calculate food costs and manage food costs in line with budgets
10. To manage, develop and train all members of the catering team both paid staff and volunteers as required
11. To ensure compliance with Health & Safety policy and regulations including HACCP, COSHH, hygiene codes of practice and temperature controls and to provide Health and Safety Induction training as required
12. To carry out health and safety checks on equipment and kitchen/café areas as required
13. To cover all duties normally assigned to the Catering Manager in their absence and any other reasonable duties within their capacity
14. To work in accordance with all EBM policies and procedures as required

**Personnel Specification**

**Essential Criteria**

1. Minimum of two years’ experience of working in a similar high volume catering environment to include Management/supervisory experience of at least three staff
2. Experience of working within a weekly income and expenditure budget
3. Experience of ordering and stock taking
4. Customer focused with an ability to work under pressure and prioritise workload as required
5. Good team worker
6. Flexible and adaptable
7. Computer literate
8. Full driving licence and access to transport. This criteria will be waived if a disability prohibits and the applicant can demonstrate the effectiveness of alternative transport arrangements

***Desirable Criteria***

1. A relevant catering qualification e.g. City + Guilds/NVQ Level 2 or equivalent
2. A relevant food hygiene qualification

**East Belfast Mission is an Equal Opportunities Employer**