

**Kitchen Assistant – Permanent and Part-time**

**Job Description and Personal Specification**

We are looking for an individual who is committed, enthusiastic and self- motivated to join our team. The successful candidate will have experience of working in a team environment, be able to positively engage with and have a strong empathy for homeless people. In return we will provide the opportunity to develop your skills through professional supervision and support, and to be part of an evolving team where the individuals views count and he/she can make a lasting difference to the lives of homeless people.

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| **Job Title – Permanent part-time kitchen assistant** | You will be responsible for assisting the Welcome Organisation deliver on its harm reduction programme by providing nutritional food - targeting the needs of people who are homeless, sleeping rough or at risk of being homeless. You will be based at our drop-in centre, 28 Townsend Street, Belfast. |
| **Responsible to** | Drop In Manager |
| **Rate** | £10.00 per hour |
| **Days of Work** | Normal works hours are 25 hrs per week and will normally be Monday-Friday, 9am – 2pm |
| **Holidays** | 20 days per annum plus public holidays (pro-rata if applicable) |
| **Closing Date** | Friday, 7th of October 2022, 9am |

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| **Main Duties and Tasks**   * Prepare and cook food in a Drop-in for Homeless people.   **Following are examples of the tasks required**   * Clean food preparation areas, cooking surfaces, and utensils. * Maintain sanitation, health, and safety standards in work areas. * Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles. * Prepare and serve beverages such as coffee and tea. * Plan menus ensuring it meets requirements for quality and quantity. * Wash, cut, and prepare food in line with food health and safety regulations. * Clean, stock, and restock food store, fridges and freezers and ensure food is stored in line with health and safety regulations. * Order and take delivery of supplies including donations. * Ensure food is ready to serve on time. * Serve food to clients. * Supervise volunteers assisting in the kitchen. * Develop and deliver basic life skills training to clients on preparation of low cost healthy meals etc. as part of a life skills development programme. * Ensure food wastage is kept to a minimum. |
| **Monitoring the service**   * Ensure all kitchen health and safety records are updated * Maintain accurate records of services delivered in order to enable external evaluation of the service. |
| **Reporting**   * Prepare reports for the service manager as required |
| **Polices**   * Keep professional boundaries and ensure confidentiality in relation to clients. * Actively promote equality of opportunity within service provision. * Understand and work within our ethos of Low Threshold, High Tolerance services. * Under the Health and Safety at Work Act, all employees are required to take care of their own health and that of other employees in complying with their statutory duties. |

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| **Person Specification** | | |
| **Criteria** | **Essential** | **Desirable** |
| **Experience/ Education**  **(section 1)** | * Minimum 1 years’ experience working in a busy kitchen to include food preparation and cooking * Experience maintaining a Safe, Hygienic and Secure Working Environment | * NVQ Level 2 or City & Guilds in Catering and Hospitality, or an equivalent catering kitchen related qualification |
| **Skills/ Abilities**  **(section 2)** | * Planning and delivering healthy menus within budget restraints and utilisation of donated food * Excellent communication and interpersonal skills * Good writing and presenting of basic reports * Ability to supervise kitchen volunteers * Ability to work independently with limited supervision but also to work as part of a team. * Able to manage challenging individuals and situations * Ability to assist clients to develop cooking and budgeting skills. * Ability to prioritise and mange time effectively * Ability to adhere to all Welcome policies including, Health & Safety, Confidentiality, Professional Boundaries, Adults at Risk and Equality and Diversity etc., |  |
| **Knowledge (section 3)** | * Understanding of Low Threshold, High Tolerance services | * Understanding the effects of drug and alcohol dependencies * Understanding of the needs of Homeless people |
| **Personal Qualities** | * Non Judgemental and able to empathise * Calm and resilient * Flexible and supportive * Confident and Innovative * Highly motivated to delivering service excellence |  |
| **Other** | * Satisfactory Enhanced Access Northern Ireland check * The post holder will be required to wear kitchen uniform |  |