

Shoreditch Trust

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Shoreditch Trust Chef Facilitator

Managed by: Community Table Manager

Reports to: Community Table Manager

Salary: £27,000

Contract: 6 months fixed term (Paternity Cover) from 1st July – 31st December 2022

Probation: Three months

Hours: 35 per week, some evenings and weekends required

Based at: Waterhouse Restaurant (10 Orsman Rd) and Shoreditch Trust Head Office (12 Orsman Road) but will be required to attend other venues and locations including Shoreditch Trust Healthy Living Centre (170 Pitfield Street) and Community Centres

Holiday: 30 days + bank holidays + 4 personal development days (pro rata)

Shoreditch Trust (ST) is working to create a future free from inequality. Our people-focused and peer-support approach enables us to model our services around the needs of those we support, facilitating individual and community leadership and development and encouraging people to achieve their goals.

ST has over 20 years' experience and specialist expertise in designing and implementing community-based health and wellbeing programmes.

We support communities in Hackney and neighbouring boroughs to improve their health and wellbeing, develop social networks, and build skills and opportunities for meaningful employment.

Our focus is on working with people who experience health, economic and social inequality, including women in pregnancy and early parenthood, young people not in education or work who are at risk, stroke survivors, socially isolated older people and those experiencing long term health and social issues.

Purpose of this post

ST seeks to appoint a Chef Facilitator to support the Waterhouse Kitchen and delivery of Community Table chef training to young people, support the Community Table programme and deliver cooking and baking workshops in

Waterhouse, at the Healthy Living Centre and across venues around Hackney.

The role will be based in Waterhouse Restaurant for approximately 3 days per week and across community sites and kitchens 2 days per week.

Job Description

The work plan will be focused on four main areas:

1. Supporting delivery of Community Table Chef Training
2. Trainee management
3. Carrying out the day-to-day duties of a Lead Chef
4. Planning and delivering community-based cooking sessions
5. Health and Safety and Food Hygiene Responsibilities

1. Supporting delivery of Community Table Chef Training:

- Facilitating Trainee learning;
- Contributing to Trainee learning/support plans and feeding back on progress;
- Undertaking necessary and relevant training including supporting other Shoreditch Trust projects in order to develop skills;
- Undertaking regular Safeguarding training;
- Being aware of and implementing equality and diversity policy and procedure;
- Helping to develop and implement the Environmental Policy procedures in Waterhouse.

2. Trainee management:

- Be the nominated Key Worker for a minimum of 5 trainees per year;
- Trainee data management on Salesforce database;
- Carrying out and recording Trainee assessments & outcome measures;
- Weekly 1-2-1 check-ins during training;
- Liaising with key stakeholders, referral agents, family or guardians;
- Supporting trainees with onward employment to programme partners;
- Participating in monthly clinical supervision.

3. Carrying out the day-to-day duties of a Lead Chef:

- Carrying out daily opening and closing checks according to rota;
- Preparing, cooking and presenting dishes to the restaurant's standards;
- Food ordering and weekly stock-checking;
- Contributing to annual review of suppliers against ST procurement criteria;
- Ensuring high standards of food hygiene and health and safety policy;
- Maintaining the high standards expected in a professional catering environment – a safe and hygienic kitchen environment;
- Contributing to weekly maintenance checklist according to rota;
- Processing of purchase invoices through i-Compleat system;
- Participating in monthly team meetings.

4. Planning and delivering community-based cooking sessions:

- Planning sessions and contributing to our database of recipes;
- Supporting and guiding clients through the preparation of recipes;
- Preparing the kitchen or work space in order to deliver sessions: ensuring the work space is clean, eliminating hazards (e.g., trip hazards), setting out equipment and ingredients;

- Ensuring the safety of participants in sessions with an emphasis on safe handling of knives and cutting techniques, hygiene and use of the oven and hobs;
 - Engaging with participants and members of the public to convey healthy eating information and ensure active participation in the session;
 - Implementing and following all health and safety and food safety guidelines.
 - Collecting relevant monitoring data in line with the needs of the session and associated project, and inputting into a database, following Shoreditch Trust's policy on GDPR.
5. Health and Safety and Food Hygiene Responsibilities:
- Maintain high standards of personal hygiene and hygiene at work as per the Health at Work Act, Food Hygiene (General) regulations, Food Safety Hygiene regulations and according to company policies i.e., Health and Safety and Hygiene;
 - Maintain fire and security policies;
 - Ensure ASC logs are completed – food storage temperature control, retained foods, final cooking temperatures, cleaning schedules etc.;
 - Ensure trainees are fully inducted and supervised when using equipment;
 - Ensure all accidents and incidents are accurately recorded as per specification in the accident book. Liaise with manager on the compilation of the 'Reporting of an injury or Dangerous Occurrence' and 'Reporting of a case of Disease' (Regulations 1995);
 - Ensure all kitchen employees and trainees use protective equipment supplied by the Company;
 - Implement any necessary decisions to safeguard the successful running of the Waterhouse kitchen, the Healthy Living Centre kitchen and community kitchens used in the delivery of ST's programmes;
 - Comply with and understand the Company handbook and policies;
 - Implementing and following all risk assessments, health and safety and food safety guidelines in line with national standards.

Job Requirements

In order to be responsive to the community and to be able to support ST activities, you will need to be flexible, working some evenings and weekends. Hours will be agreed on a mutually beneficial basis in line with planned activities.

Person Specifications

You should have at least 2 years' experience as a catering chef, a Level 3 NVQ Diploma in Professional Cookery, Hospitality and Catering or a similar professional qualification.

You must be able to demonstrate experience of working in a similar or relevant role, and an awareness and appreciation of the need for high levels of customer care and support.

Essential

- Leading and facilitating group work (ideally cooking groups) with individuals from diverse backgrounds
- Experience working with schools, youth groups, community organisations, vulnerable adults and people with disabilities
- Cooking and preparing food in a busy environment
- Able to be flexible and adaptable in potentially complex or challenging situations.

Desirable

- Baking experience
- Food Safety Level 2
- GCSE English and Maths or equivalent qualification, Grade C or above
- A valid Disclosure and Barring Service check dated within the last 12 months
- Flexible and patient facilitator that can adapt to different learning abilities, environments and conditions
- Skilled communicator, able to inspire, include and train individuals and small groups
- Knowledge of healthy eating principles and a passion for healthy eating
- Good team worker and prepared to be flexible to ensure successful delivery of projects
- Good attention to detail and excellent time-keeping
- IT literate with a strong knowledge of Microsoft 365 including all packages.

Shoreditch Trust Values

Our Values guide everything we do with clients, colleagues, partners & commissioners:

Equality: we believe that everyone has the right to lead healthy and fulfilling lives. We support people to recognise opportunities and overcome obstacles to realise their potential.

Connection: bringing people together is at the heart of what we do, forging strong and trusting relationships to enrich our work and the lives of our clients.

Compassion: we believe everyone should be treated with kindness and respect and recognise that honest and challenging conversations can be as important as encouragement.

Independence: we promote independence, enabling people to make informed decisions and take ownership of their own development.

Flexibility: we strive to respond flexibly and intelligently to people's needs, understanding that there is no 'one-size-fits-all' when it comes to real lives.

Anti-Racism

At Shoreditch Trust we realise that systemic racism is an issue that affects us all; we recognise the many ways that racism undermines the health and opportunities of people who are affected; we respond in every way we can to repair the harms that racism causes; and we resist any policies or ways of behaving on our part that may be racist.

Equal Opportunities

Shoreditch Trust is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services. Through its aims as a charity, Shoreditch Trust recognises that the communities we work with have endured long-term deprivation and under investment. It also recognises the incredible potential of those communities and individuals. We are committed to challenging and changing this situation and to contributing to the creation of a fair, equitable and accessible society.

Shoreditch Trust is committed to creating a diverse and inclusive organisation - a place where we all can be ourselves and reach our full potential at work. We offer a range of staff support programmes, including 4 development days, extensive training opportunities and wellbeing policy and initiatives. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

Safeguarding statement

Shoreditch Trust works with children, vulnerable young people and adults at-risk in a variety of ways and is committed to providing a safe, positive and friendly environment. We have a statutory and moral duty to ensure and promote the welfare of these groups regardless of race, disability, gender, age, sexual orientation, religion and belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. Our policy extends to the treatment of all our service users, partners, volunteers, visitors and employees of Shoreditch Trust. The Trust abides by the legislation in place for safeguarding and takes into account best practice in child and adults at-risk safeguarding.

Safer Recruitment

Shoreditch Trust places the utmost importance on the welfare and wellbeing of its clients. The selection process will assess the candidate's suitability for the role and explore any gaps or anomalies in the application process. Confirmation of the post is subject to a minimum of two satisfactory references; where eligible, a satisfactory outcome of the DBS check. This is in addition to the necessary information to attend an interview: Proof of identity and proof of the right to work in the UK.

This job description is intended as an outline indicator of general areas of activity only. Shoreditch Trust is a small charity and as such all staff are expected to vary their duties as necessary to meet the needs of the organisation.