



Community Chef

Salary:	£15/hour
Hours:	24 hours per week
Days of Work:	Mondays and Tuesdays 11.00 – 21.00 and Sundays 10.00 – 14.00
Contract:	Fixed until end of Sept 24 with high possibility of extension and an increase in hours.
Annual Leave:	FTE 25 days on a pro rata basis + statutory holidays
Responsible to:	Facilities and Logistics Manager
Location:	Stonebridge, London Borough of Brent
Start Date:	As soon as possible

About Sufra

Sufra is a charity in North West London that prevents hunger, fights poverty and builds community. With the help of our volunteers and partners, we coordinate a network of food banks, kitchens, a community shop and café. These act as a gateway for guests to access more holistic support – including welfare advice, asylum support and our award-winning community garden. We aim to work with our guests to find solutions to their challenges together, whilst campaigning against the causes of hunger and poverty.

Our services include:

- **Food Bank:** Our Food Bank provides emergency supplies of essential food and toiletries to individuals and families experiencing acute crisis. Our parcels are typically made up of a mixture of non-perishable and perishable items. The size of our food parcels vary depending on the size of the household, and they typically last 5 to 7 days. To receive a parcel, you need to be referred by one of our 160 Referral Agencies.
- **Community Kitchen:** Our Community Kitchen services are open all year round, serving hundreds of meals every week to hungry guests – including the homeless, families experiencing food poverty and people who are socially isolated and lonely. The Kitchen runs from our partner venues at Bridge Park Leisure Centre (Monday and Tuesday evenings), Ark

Elvin Academy (Wednesday evenings), Laurence's Larder (lunchtime on Thursdays) and Granville Community Kitchen (every Friday evening). Last year we served over 18,500 hot meals in Brent.

- **Welfare Advice Service:** Our Advice Worker helps people address the underlying problems that led them to our Food Bank – such as benefit disruptions, housing problems and other financial difficulties. The support we provide is ongoing and tailored to the needs of the individual – no matter how long it takes. Last year we support 816 people with our advice support.

- **Refugee Support:** Our Open ARMs (asylum seekers, refugee and migrants) programme supports newly arrived refugees and asylum seekers access the housing, healthcare, training and jobs they need to build a new life in the community. We offer cultural trips, access to ESOL classes, support groups, orientation classes and events to improve integration and independence.

- **St. Raphael's Edible Garden:** Our beautiful Community Garden emerged from a local campaign by residents to develop a food growing project for the community. With the help of hundreds of volunteers, St. Raphael's Edible Garden now has a wildlife pond, a learning yurt space, a fruit tree orchard, compost bins, a pizza oven, plenty of raised beds and a stunning pergola.

Although the garden is managed and run by Sufra NW London, it is here to benefit the community. The garden provides a therapeutic space from where we can invest in the skills, health and wellbeing of local people whilst improving the appearance of the estate and giving residents an opportunity to come together, have fun and grow food.

- **Community Wellbeing Project:** In response to the impact of the cost-of-Living crisis on families in Brent, we partnered with Brent Council this year to launch a Community Wellbeing Project from Bridge Park Leisure Centre. This pilot project offers household who are most impacted by the cost of living with access to a membership scheme comprising of four key elements: Community Shop, Community Café, Community Kitchen, and Wraparound Support. The project is designed to go beyond traditional charitable food aid distribution by offering a comprehensive range of (low to zero-cost) food options and creating a supportive community hub where residents can access holistic support including information, advice, guidance – all under one roof.

About the role

We are looking to recruit a Community Chef to work alongside our brilliant kitchen volunteers, and with our Head Chef. This candidate will be supporting preparation of lunch in the Community Café for approx. 40 covers, and dinner in the Community Kitchens at Bridge Park Leisure Centre on Mondays and Tuesdays for around 100 covers. The Sunday shift includes working alongside volunteers to pre-prepare ready meals ready for distribution. The role could also include working on a rotational basis at Sufra's network of Community Kitchens around the borough, supporting the Community Chef in providing a varied and nutritious food offer.

It is not essential that the candidate has any formal cooking qualifications. This role will include training in both catering, working alongside volunteers and food preparation and hygiene. It is not essential for the applicant to have experience working in the voluntary sector; we place more importance on the skills that you can demonstrate, rather than qualifications or sector-specific experience. We are looking for someone enthusiastic about the community work that we are doing, and with a willingness to learn.

We would encourage applications from local residents, with knowledge of the London Borough of Brent.

This is an immensely rewarding role working in a dynamic charity built on an ethos of sharing, hospitality and inclusivity. We are looking for an exceptionally committed individual who is willing to go the extra mile and has flexibility to work evenings or weekends when required. Through your activities, you will be able to convey the charity's passion and commitment to supporting vulnerable people and demonstrate the impact of our interventions in transforming the lives of beneficiaries.

To apply for this role, please submit the following by email to admin@sufra-nwlondon.org.uk:

1. A CV and Covering Letter (no more than 2 sides).
2. A completed Equal Opportunities Form, which can be found [here](https://bit.ly/EqOpForm). (bit.ly/EqOpForm)

Deadline for applications: Applications will be reviewed regularly, and interviews will be held on a rolling basis.

Early application is highly encouraged. Final applications must be received by 9am on Friday 17th May 2024.

Role Description

Role

You will be a key member of the kitchen team, supporting the Community Kitchen and Community Café. You will also rotate through our network of Community Kitchens around the borough. You will play a key role as part of a team delivering high-quality food services, with the support of volunteers.

Main Duties & Responsibilities

Cooking Duties

- Support with planning and preparing an affordable and appetising menu for Café lunch service.
- Support with planning and preparing an imaginative and nutritionally balanced menu for Community Kitchen sessions, including culturally appropriate meals to reflect the diverse community we serve.
- Incorporate surplus food donations to ensure low-waste.
- Work with teams of volunteers, ensuring they are welcomed into the kitchen and given the opportunity to upskill and expand their knowledge when curating the menus.
- Cater to guests' dietary requirements in response to food allergens or special diets and make sure containers are labelled as such.

Kitchen Management

- Work alongside and support the management of a team of regular volunteers.
- Undertake safeguarding training and monitor safeguarding within the kitchen and premises you are supervising.
- Supervise and assist with cleaning duties, meeting all statutory requirements of local authority inspections. This includes: ensuring washing up and clearing away at the end of each service, and conducting deep cleans of the kitchen and any other food handling areas as often as necessary and at least once a week.
- Comply with Health & Safety procedures and Food Safety regulations.
- Maintain up-to-date records, including HACCP and accidents book.
- Promote effective waste management within the kitchen and dining space.

Additional Duties

- Attend monthly staff meetings in person or remotely.
- Undertake any other reasonable duties to support the development of the project.

- Work in collaboration with the charity's wider projects and in accordance with its ethos and values.

Person Specification

E = Essential / D = Desirable

Competency	Specification	E	D
Education & Training	Level 2 qualification in cooking/catering		
	Level 2 certificate in Food Safety and Hygiene		✓
	GCSEs (or equivalent) in English & Maths (A-C)		✓
Knowledge & Experience	Cooking/ catering for large groups	✓	
	Menu planning		✓
	Knowledge of dietary needs and special requirements	✓	
	Restaurant-style service		✓
	Ethnically and culturally diverse menus	✓	
	Managing staff or volunteers		✓
Skills & Abilities	Excellent communication skills	✓	
	Working with vulnerable people		✓
	Basic ICT Skills (Microsoft Office)	✓	
Attitude	Honest, trustworthy and ethical in all actions and decisions	✓	

	Personal commitment to organisational excellence and the values of Sufra NW London	✓	
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Your Data

Sufra will use the information you submit to us to consider your application for a job. You have rights to your data, its accuracy and control over our use. For full information about how we will ensure that all applicant data is appropriately and securely stored, handled and disposed of, see our privacy policy [here](#). By submitting an application, you are acknowledging you have read and understood our Privacy Policy, although you can withdraw your application at any time.

Eligibility to Work in the UK

Please note that Sufra is unable to obtain a work permit on your behalf and is not able to sponsor visas.

DBS Checks

Please note that if you do not consent to the use of an external validation service for a DBS check, then we may be unable to take your application further. Confirmation of employment will only be given on receipt of satisfactory evidence and checks being issued and references have been received.

References

Once an offer of employment has been made, you will be asked to provide the names and contact details of two referees. If possible, the first referee should be your present employer and the second referee a previous employer.