

COMMUNITY CHEF

Job Pack



 **Suфра**

**FIGHT
POVERTY
LOVE
COMMUNITY**

Registered Charity Number 1151911

About Us



Photo credit: Digital Island

Sufra NW London is a Community Hub that provides a lifeline to people in crisis – including families living in extreme poverty, refugees and people who are homeless or socially isolated.

Our core work focuses on providing emergency food aid through our Food Bank and Community Kitchen, but these are gateway services that enable our service users (we call them guests) to access a wider range of holistic services and activities designed to address the root causes of poverty.

Our services include:

- Food Banks and a Community Shop
- Community Kitchens and cafes
- Welfare Advice Service
- Asylum seeker, refugee and migrant support
- Accredited training
- St. Raphael's Edible Garden

Our Vision

A community united to address the causes and consequences of poverty.

Our Mission

Sufra NW London provides food aid, welfare advice and training to people in crisis, whilst working with the wider community to campaign for an end to poverty.



Photo credit: Digital Island



About the role

Salary: £15/hour

Hours: 24 hours

Days of work: Mondays and Tuesdays 11.00 – 21.00, Sundays 10.00 – 14.00

Contract: Fixed until end of Sept 2024 with high possibility of extension and 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

Role Description

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.

What you will be doing

Main Duties & Responsibilities

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.

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 all staff meetings.
- 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.

What we can offer you

Community

- Employee working groups (including advocacy, team togetherness and environmental)
- Staff away days
- Social activities and community celebrations
- We can offer a friendly working culture and a chance to make a difference to people's lives in Brent.

Learning and Development

- Staff training budget of £250 per year
- Shadowing opportunities to learn about other roles and departments in the organisation.
- Regular staff training.

Pay, Pension and Other Benefits

- Competitive salaries reviewed on a regular basis
- You'll be eligible and auto-enrolled into a pension scheme - we use Nest. Current pension contributions are 4% from employees and 3% employer contribution.
- Death in service benefit

Health and Wellbeing

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Wellbeing Action Plan for each staff member.

Holidays

- 25 days of annual leave per year plus public holidays
- An additional day of leave for every year of service, after two years of service (up to a maximum of 5 days).



How to apply

Diversity and Equality

We're committed to inclusivity and representing the diversity of the communities we serve. We therefore welcome applications from all backgrounds and all sections of the community.

Applicants will be treated fairly throughout the recruitment process and we will ensure there is no unfair discrimination on the basis of race, ethnic origin, disability, gender, religion or belief, age, sexual orientation or any other relevant characteristic.



How to apply

- To apply for this role, please submit a CV, Covering Letter (no more than 1 side) by email to admin@sufra-nwlondon.org.uk, and complete our Equal Opportunities Form (www.bit.ly)
- Final deadline for applications: May 17th 2024

We are regularly reviewing applications and we encourage early application.

Interviews to be conducted on a rolling basis.

