



# Community Chef

<b>Salary:</b>	£15/hour
<b>Hours:</b>	20 hours per week (With potential increase after December)
<b>Days of Work:</b>	Mondays and Tuesdays 14.00 – 22.00 and Sundays 10.00 – 14.00
<b>Contract:</b>	Fixed until end of Oct 2027 with high possibility of extension and an increase in hours.
<b>Annual Leave:</b>	FTE 25 days on a pro rata basis + statutory holidays
<b>Responsible to:</b>	Logistics and Partnerships Senior Manager
<b>Location:</b>	London Borough of Brent Multiple Sites
<b>Start Date:</b>	As soon as possible

## About Sufra NW London

Sufra NW London is a local charity established in 2013 to address both the causes and consequences of impoverishment in the community.

Based on St. Raphael's Estate, the London Borough of Brent's most disadvantaged neighbourhood, our services aim to prevent hunger, fight poverty and build community – by working with families living in poverty, asylum seekers and refugees, and people experiencing homelessness and social isolation.

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.

With the help of our wonderful volunteers, we run a range of services including our:

**Food Bank:** Providing food parcels to support guests experiencing food poverty.

**Community Garden:** Established in partnership with the local community, we offer a range of horticultural classes, including a forest school, and run a garden market.

**Advocacy:** We support our guests to raise their voices, both internally for our steering groups and externally for our local and national campaigns.

**Advice Services:** Our advice workers support guests with underlying problems such as benefit disruptions, housing issues and asylum claims.

**Community Cafe:** Our professional chefs and volunteers serve high quality, nutritious three course meals using donated surplus food.

**Community Shop:** A new way to look at a food bank, our community shop provides heavily discounted food for our guests to choose from.

The Community Chef will be mainly based in our exciting new Community Wellbeing Service (CWS). The CWS will provide guests with our community shop, cafe, and advice services.

We have trialed the CWS model over the last 18 months for two days a week, as an alternative to the standard food bank and soup kitchen services. It has been successful in providing our guests with a more dignified way to access food, created a flourishing community space, and enabled our guests to access several services and external partners in the same space.

We're excited to expand this project and move into a new space, starting in November.

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## **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 at the Community Café for approx. 40 covers, and dinner at the Community Kitchen for approx. 100 covers at New Horizons Centre (Willesden) on Mondays and Tuesdays. 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](mailto: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 11.59pm on Friday 10<sup>th</sup> January 2025.

## **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

<b>Competency</b>	<b>Specification</b>	<b>E</b>	<b>D</b>
<b>Education &amp; Training</b>	Level 2 qualification in cooking/catering		✓

	Level 2 certificate in Food Safety and Hygiene		✓
	GCSEs (or equivalent) in English & Maths (A-C)		✓
<b>Knowledge &amp; Experience</b>	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		✓
<b>Skills &amp; Abilities</b>	Excellent communication skills	✓	
	Working with vulnerable people		✓
	Basic ICT Skills (Microsoft Office)	✓	
<b>Attitude</b>	Honest, trustworthy and ethical in all actions and decisions	✓	
	Personal commitment to organisational excellence and the values of Sufra NW London	✓	

### 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.