

Mind in Camden

**Chef**

**Job Description**

**Job title** Chef

**Job Type**  Temporary - until 31st March 2018 (with probable extension)

**Accountable to** Phoenix Service Manager

**Responsible for** Food purchasing and preparation

**Grade** Starting salary £10,167 for 18 hours per week (pro rata of £19,770 full-time)

**Purpose of job** To provide a choice of high quality, nutritious meals for members of Mind in Camden’s Phoenix Service.

**Aims of the Job:**

1. Purchase food for preparation within allocated budget and according to menu.
2. Prepare and serve nutritious food to a high standard.
3. Clean down kitchen following serving to leave in good standard.
4. Complete daily records according to food hygiene procedures.
5. Ensure implementation of plans, policies, procedures, systems and guidelines for catering services.
6. Stocktake and order food and cleaning materials as required.
7. Take responsibility for health and safety in the kitchen, e.g.compliance with COSHH and food hygiene regulations.
8. To facilitate basic cooking workshops for service users, as required.
9. To support volunteers and/or placement students in the kitchen in helping with meal preparation.

**General Duties:**

1. Comply with all Mind in Camden and Phoenix Service policies, procedures and plans.
2. Be accountable for all aspects of your work.
3. Undergo such training as is consistent with the satisfactory performance in the post.
4. Perform other duties as reasonably required by your line manager.

**All staff are expected to:**

* + Recognise changes in circumstances promptly and adjust plans and activities accordingly.
  + Find practical ways to overcome barriers.
  + Present information clearly, concisely, accurately and in ways that promotes understanding.
  + Assist in creating a sense of common purpose.
  + Make best use of available resources and proactively seek new sources of support when necessary.
  + Act within the limits of their own authority.
  + Be vigilant for potential risks and hazards.
  + Take pride in delivering high quality work.
  + Take personal responsibility for making things happen.
  + Take personal responsibility for effectively communicating with members of their work team, senior managers and other work groups
  + Deal with formal and informal disputes and complaints constructively

Main Conditions of Service

**Main Conditions of Service:**

* Salary is NJC SCP 10 which is £10,167 for 18 hours a week including Inner London Weighting (pro rata of £19,770 for a full-time post).
* Overtime is not paid, but time off in lieu may be granted.
* Mind in Camden has an auto-enrolled pension scheme into which it currently pays 5% of salary (non-contributory). (From 2019, staff will have to contribute a further 3%)
* The hours of work per week are 18 to be worked between 10.00 am and 3.00 pm across four days with the possibility of occasional work at weekends and bank holidays.
* Annual leave entitlement is initially 27 days plus public holidays (pro-rata for part-time staff).
* All Mind in Camden job descriptions may be subject to periodic review.

**Accessibility information**:

The post holder will be based at Barnes House, 9-15 Camden Road, London NW1 9LQ. The office is in a central location in Camden Town with excellent public transport facilities.



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**Person Specification**

*All areas in the person specification are essential unless stated otherwise*

**Qualifications**

1. Current Food Hygiene Certificate

2. Other catering qualification (desirable)

**Knowledge**

1. Understanding of the principles and practice of producing meals
2. Understanding of how to stay within budgets for meals, including portion control
3. Awareness of mental health issues
4. Understanding of equal opportunities
5. An understanding of health and safety in relation to food hygiene and kitchen use
6. A basic understanding of nutrition

**Experience**

1. Experience of planning and preparing meals for up to 30 people
2. Ability to supervise volunteers and service users in the kitchen
3. Experience of working in a professional catering environment
4. Experience of working effectively in a team.

**Skills & Abilities**

1. Ability to plan and prepare and high quality meals
2. Effective communication and interpersonal skills
3. Ability to effectively plan and prioritise your own work
4. Ability to keep basic records of financial transactions (food purchases, takings and petty cash)
5. Ability to stock take and order materials as needed.
6. Ability to plan, organise and deliver basic cooking workshops.

**Commitment to:**

1. The provision of high quality meals
2. Excellent customer care
3. Implementation of equal opportunities through anti-discriminatory practice
4. Confidentiality
5. High levels of accountability for your work to your manager