

FREEDOM COMMUNITY ALLIANCE JOB DESCRIPTION



POST TITLE:	FCA Day Centre Kitchen Supervisor						
POST NO:	FK01	SERVICE UNIT:	Day Centre				
HOURS:	16 hrs a week	HOLIDAYS:	Based on 28 days pa full time pro-rata including bank holidays				
SALARY:	£7.7k - £9k pa depending on experience	CONTRACT	Temporary Contract for 6 months				
JOB PURPOSE:							
<p>Freedom Community Alliance (FCA) is a Christian charity based in Barnstaple that delivers support to vulnerable local adults at risk of homelessness and/or struggling with addiction and other life challenges. One of the services that FCA provides is an open access Day Centre at the Freedom Centre on four days a week where individuals can access practical and emotional support as well as hot food from the well equipped large kitchen based there.</p> <p>Prior to the covid pandemic, the Day Centre saw between 30 and 40 clients attending between 10am and 2pm, four days a week. As we emerge from the pandemic, there is a desire to offer open access and hot nutritious food. Initially this will be for a shorter period of 2 hours from 11.30am and 1.30pm however, these timings will be open to ongoing review to ensure we are serving clients in the most effective way.</p> <p>Whilst it is impossible to predict how many visitors will attend following the easing of restrictions, the expectation is that a minimum of 20 meals will need to be prepared for visitors initially with alternative meals available for clients with special dietary needs.</p> <p>The kitchen supervisor will be expected to take overall responsibility for the safe running of the Freedom kitchen. This will include managing a team of volunteers to prepare and serve hot nutritious meals for visitors to the Day Centre from Monday to Thursday between 12noon and 1pm each day before washing up and preparing the kitchen for the following day.</p> <p>The role holder will be expected to ensure all standards of hygiene and health and safety within the kitchen are achieved by implementing and maintaining all necessary processes to comply with the standards set out in 'Safer Food Better Business' manual. The role holder will act as the designated contact with the North Devon Council (NDC) Environmental Health Department.</p> <p>The role holder will build partnerships with food suppliers and coordinate the safe receipt, storage and use of food donations and will make orders to ensure the provision of necessary stocks.</p>							
POSITION IN ORGANISATION:							
Number Directly Supervised: Staff: 0 Volunteers: 1-15 Immediate Superior (post title): Day Centre Manager							
POST CLASSIFICATION (tick one box):							
Director in Charge	Exec. Director	Head Major Division	Senior Managem't	Middle Managem't	Junior Managem't	Supervising Small Section	No Supervisory Responsibility
						✓	

MAIN DUTIES (briefly summarise principal duties. Do not list every task):

- Take overall responsibility for the safe running of the kitchen at the Freedom Centre
- Act as FCA point of contact with NDC Environmental Health Department
- Coordinate volunteers to prepare and serve at least 20 healthy nutritious hot meals for clients to the Day centre.
- Provide management supervision and support a team of kitchen volunteers to help provide the above.
- Devise daily menus and ensure recipes and ingredients are available to the daily cooking team
- Establish and maintain processes to the standards set out in 'Safer Food Better Business.'
- To prepare and maintain a suitable cleaning and maintenance regime for the kitchen
- To ensure all kitchen equipment is properly maintained, serviced and in good working order.
- To devise and undertake appropriate risk assessments within the kitchen environment.
- Establish and maintain partnerships with local food suppliers
- Process donations and ensure their safe storage and use
- Make all necessary orders to ensure necessary ingredients and equipment are available.
- Ensure the appropriate disposal and recycling of waste from the Freedom kitchen
- To support and promote the values of FCA towards staff, volunteers and clients.

SKILLS, KNOWLEDGE AND EXPERIENCE:

The postholder will need to:-

- Have significant catering experience in delivering food to large groups of people.
- Possess a Food Hygiene Certificate (or be willing to attain it)
- Have a good knowledge of the standards contained within "Safer Food Better Business"
- Have a good working knowledge of current food allergen standards
- Possess excellent people skills to maintain positive relationships with volunteers, staff, clients and partner organisation representatives.
- Be a good team player
- Have good knowledge and experience in Health and Safety legislation
- Be skilled at planning, budgeting and stock control abilities
- Have experience in devising and completing risk assessments as well as dynamically assessing risks
- Have good organisational skills including planning to deliver an outcome to a deadline
- Be a positive role model and supportive team leader for volunteers within the kitchen
- Be committed and conscientious having the ability to carry out work without supervision.
- Have excellent decision-making, problem solving and analytical ability.
- Posses excellent inter-personal skills with the ability to relate well with all contacts and remain calm under pressure.
- Have the ability to demonstrate and maintain a non judgemental attitude at all times.
- Be able to demonstrate good prioritisation skills.
- Embrace and promote the values of FCA.

Freedom Community Alliance is a Christian Charity and the job holder will need to demonstrate an open and accepting attitude towards the Christian ethos of the Charity.