

FREEDOM COMMUNITY ALLIANCE JOB DESCRIPTION



POST TITLE:	FCA Day Centre Kitchen Deputy Supervisor						
POST NO:	FCA/K02	SERVICE UNIT:	Day Centre				
HOURS:	Min. 8hrs a week over 2 days.	HOLIDAYS:	Based on 28 days pa full time pro-rata including bank holidays				
SALARY:	Min. £5092 pa with extra hours available.	CONTRACT	Permanent				
JOB PURPOSE:							
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 between 1130hrs and 1330hrs where individuals can access practical and emotional support as well as hot food from the well equipped large kitchen based there. The kitchen team form an integral part of the Day Centre team under the supervision of the Day Centre manager with services delivered in line with FCA mission, vision and values. The kitchen deputy supervisor we be responsible for supporting the kitchen supervisor and assuming the role of the supervisor in their absence. The kitchen supervisor is expected to take overall responsibility for planning menus, preparing meals, training and supporting volunteers and ensuring the safe running of the Freedom kitchen. The supervisor will also act as the designated contact with the North Devon Council (NDC) Environmental Health Department. Hot nutritious meals for visitors to the Day Centre are provided from Monday to Thursday between 1200hrs and 1300hrs each day before washing up and preparing the kitchen for the following day. Whilst it is impossible to predict how many visitors will attend on a day to day basis, currently the kitchen team prepare 60 meals a day including alternative meals available for clients with special dietary needs. 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 need to be able to remain calm and positive under pressure and provide a good example to kitchen volunteers supporting them in their work. They will need to be a good team player building partnerships with Day Centre colleagues and food suppliers and will need to coordinate the safe receipt, storage and use of food donations as well as making orders to ensure the provision of necessary stock.							
POSITION IN ORGANISATION:							
Number Directly Supervised: Staff: 0 Volunteers: 1-15 – when supervisor is absent Immediate Supervisor (post title): Day Centre Kitchen Supervisor							
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):

- Establish and maintain kitchen processes to the standards set out in 'Safer Food Better Business.'
- Help to prepare at least 60 healthy nutritious hot meals for visitors to the Day Centre each day.
- Provide a positive and supportive environment for volunteers providing an initial induction and then ongoing learning in required tasks.
- Help to devise daily menus and ensure recipes and ingredients are available to the daily cooking team.
- Prepare and maintain a suitable cleaning and maintenance regime for the kitchen including the keeping of records.
- Ensure all kitchen equipment is properly maintained, serviced and in good working order.
- Review and implement appropriate risk assessments within the kitchen environment.
- Establish and maintain partnerships with local food suppliers.
- Process food 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.
- Deputise for the kitchen supervisor in their absence including acting as FCA point of contact with NDC Environmental Health Department
- To support and promote the values of FCA towards staff, volunteers and clients.

SKILLS, KNOWLEDGE AND EXPERIENCE:

The postholder will need to:-

- Have good catering experience in delivering food to large groups of people.
- 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.
- Possess excellent people skills to maintain positive relationships with volunteers, staff, clients and partner organisation representatives.
- Have the ability to remain calm and measured under pressure.
- Be a good team player.
- Possess at least a level 2 Food Hygiene Certificate.
- Have a good knowledge of the standards contained within "Safer Food Better Business".
- Have a good working knowledge of current food allergen processes.
- Have a good understanding of health and safety responsibilities including managing risks.
- Be able to demonstrate good prioritisation and decision making skills.
- Be skilled at planning, budgeting and stock control abilities.
- Be committed and conscientious having the ability to carry out work with minimal supervision.
- Have the ability to demonstrate and maintain a non judgemental attitude at all times.
- 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.