

Job Description

Job Title:	Chef
Location:	Williams Kitchen, Norwich
Responsible to:	Catering & Trading Manager
Responsible for:	N/a
Job Purpose:	To carry out the preparation of food and other associated tasks within the catering unit. To ensure that at all times the catering function is carried out to the level of the YMCA Norfolk agreed standards and is undertaken in accordance with Health and Safety legislation, Environmental Health Guidelines and Food Hygiene requirements.

Main Responsibilities

Service Delivery

In conjunction with the Catering Manager:

- Preparation and cooking of all foods within the Catering Department
- Offering excellent service to all Nursery Children, Young People & Customers
- Operate the till and PDQ machine
- Undertake the daily cash up process
- Using dishwasher and general wash up as required.
- Keep the dining room and outside seating area clean and tidy.
- Kitchen cleaning duties as required.
- Receive goods inward and rotate stock
- Undertake chilled and frozen stock temperature monitoring
- Ensure all foods are stored according to environmental health standards
- Supervise other Kitchen staff in the absence of the Catering & Trading Manager
- Train and develop apprentices and volunteers
- Create menus and recipes within budget considerations
- Order stock in appropriate quantities
- Liaise with food and equipment suppliers
- Liaise with Environment Health
- Liaise with Nursery Team over Young Peoples food requirements
- Take a lead in resolving customer complaints.
- Ensure all maintenance of equipment is to standard
- Act as a duty manager as directed in the absence of the Catering & Trading Manager.

Safeguarding

- To ensure that YMCA Norfolk's Safeguarding Procedures, Policies and Operational Guidance are delivered in line with our values and ethos.
- To ensure the primacy of safeguarding children, young people and adults within or connected to YMCA Norfolk.
- To promote the welfare of children, young people and adults within or connected to YMCA Norfolk.


Internal Communications

- To ensure effective liaison with all departments regarding relevant issues and information.
- To ensure confidentiality practices and data protection is upheld in line with policy and legislation

Development

- To contribute in monthly team meetings to further the current work in line with the Organisations vision and strategy.
- Attend and participate in regular one to one line management and an annual appraisal.

Performance Management

- To adhere to all lone working policies and risk assessments provided for you by YMCAN.
 - To be alert to and manage risk effectively in all locations.
 - To implement and adhere to policy and practice in relation to health and safety and food hygiene in all aspects of the postholder's work.
 - To adhere to the postholder's own responsibilities to health and safety and good hygiene within the workplace, and to colleagues, service users and the general public.
 - To adhere to all lone working policies and risk assessments provided for you by YMCAN.
 - To actively take part in required mandatory training as part of the yearly cyclical training calendar.
 - To operate within clear professional boundaries and work within YMCA Norfolk's Staff Code of Conduct.
 - To operate within the Behaviours Framework embedded across the organisation.
 - To implement and adhere to YMCA Norfolk's Policy and Procedures at all times.
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Involvement

- To actively encourage a culture of involvement and inclusion of young people in the work and life of YMCAN.
- To engage in wider involvement opportunities and activities of YMCAN.

Equality and Diversity

- To act in accordance with YMCAN's equality, diversity and inclusion policy and procedures, to ensure that the Association is compliant with legal and regulatory requirements.

Christian Ethos

- To work in line with the ethos of the organisation across the service area.
- To ensure all policies, procedures and working practices within the service area support the Christian identity and values of the organisation.

To carry out any other tasks that may be required from time to time in accordance with the post holder's capabilities and the changing working environment.

Terms and Conditions

Pay:	Grade C £9.69 per hour
Hours:	Flexible
Contract:	Permanent
Annual Leave:	33 days (pro rata) per annum inclusive of Bank and Public Holidays.
Pension:	Access to contributory stakeholder pension scheme after 3 months
Notice Period:	1 Month
Conditions of Appointment:	Satisfactory references and satisfactory DBS check.
In Service Training:	Time allowed for in-service training, subject to budgetary provision.



<p>Scale Staff</p> <p>Sites</p>	<p>None</p> <p>The post holder will be based in Norwich but visits to other YMCAN sites may be required.</p>
<p>Discretion to Act</p>	<p>The Post holder can recommend expenditure to be approved by the Catering & Trading Manager. They hold no budget setting or responsibility.</p>
<p>Environment</p> <ol style="list-style-type: none"> 1. YMCA Norfolk operates on a 24 hour, 365 days per year basis. 2. Unsocial hours 3. Risk 	<p>In extreme circumstances, the post holder may need to be contacted in the event of an emergency related to their Service Area.</p> <p>Covering shifts as required, occasional meetings and social events will require working evenings and weekends.</p> <p>The level of risk is assessed as low/medium. The Post holder provides catering for a Nursery for children and young people.</p>



Person Specification

Job Title	Chef	
Category	Essential	Desirable
Knowledge	<p>K1 - Knowledge of Health and Safety, Environmental Health and Food Hygiene requirements</p> <p>K2 - Basic knowledge of COSHH</p>	
Skills	<p>S1 - Ability to uphold and implement YMCA’s values and core policies, including Equal Opportunities</p> <p>S2 - Ability to communicate clearly both verbally and in writing</p> <p>S3 - Have a non-judgemental, empathic attitude towards people experiencing difficulties</p> <p>S4 - Ability to maintain confidentiality and professional boundaries in the workplace</p> <p>S5 - Ability to follow standardised work processes accurately and exercise judgement and initiative within designated areas of responsibility</p> <p>S6 - Ability to work to a brief and participate as a team member</p> <p>S7 - Ability to adapt to change and undertake self –development and training</p>	<p>S8 - Ability to develop an understanding and knowledge of the organisation and the variety of services provided</p>
Aptitude	<p>A1 - Attention to detail and rigorous approach to best practice</p> <p>A2 - Able to develop strong positive working relationships with colleagues</p>	



	A3 - Able to demonstrate a clear commitment to excellence in service delivery	
Experience	E1 - Experience of working to tight schedules and juggling competing priorities	
Education	Q1 - Food Hygiene Certificate Q3 - NVQ Level 2 in Catering or Food Preparation and Cooking Level 2	Q2 - Evidence of recent relevant training
Christian Ethos	V1 - In sympathy with the Christian Identity of the YMCA	
Personal Qualities	P1 - Able to present self and work effectively P2 - High levels of honesty, integrity and discretion P3 - Able to identify with the YMCA's commitment to the welfare of children and young people P4 - Able to speak English language	
Circumstances	C1 - Able and willing to work unsocial hours C2 - Able to make own travelling arrangements	
Health	H1 - Able to meet the requirements of the post with or without reasonable adjustment	
Equality and Diversity	O1 - An understanding of equality and diversity	

