



Job Description Redistribution Kitchen Wales Chef

Reporting to: Project Manager

Responsible for: Kitchen Assistant

Hours: Part-time (30 hours) working hours will include some evenings and Bank Holiday working may be required.

Contract: Fixed-term 8-9 months with possibility of extension. Expected start date October 2023.

Terms: 33 days annual leave including bank holidays pro rata

Salary: £28,000 - £30,000 per annum (pro rata)

FareShare Cymru

FareShare Cymru is an independent charity and part of the national FareShare U.K. network of surplus food redistribution charities.

We fight food poverty by tackling food waste. We source quality surplus food -from food retailers, manufacturers, and suppliers -engaging volunteers to redistribute to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions). Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

This is an exciting opportunity to be instrumental in setting the next phase of our development. This post is a new role in response to the last two year's rapid growth of the charity's operations and we anticipate exciting new opportunities for further growth in the future.

Circumstances

The role will be based at Cardiff and Vale College City Centre Campus, Dumballs Road, Cardiff, CF10 5FE. Some home working and working from our depot on Capital Business Park, Cardiff, CF3 2PU may be possible.

Shifts will be 12pm-8pm or 1pm-9pm on the days the kitchen is open. There will be pre/ planning days when the kitchen isn't open, hours on these days are flexible.

Main purpose of the role

This is a new and exciting role working on an innovative project turning surplus food into meals and storable products to be redistributed via FareShare Cymru's network of community food projects, supporting vulnerable people across South Wales. The project is working in partnership with Cardiff and Vale College, where this role will be based.

As a Head Chef, you will have responsibility for the main activities at our catering kitchen.. You will be responsible for the operation and organisation of the kitchen by setting daily production levels and guidelines and delegating them to the team. A team of brilliant volunteers, some of whom may have additional needs, and a Kitchen Assistant/Co-ordinator, will support kitchen activities. As Head Chef, you'll demonstrate effective management by flexing between coaching and directive leadership to get the best of out of them and the operation.

You will be responsible for stock control and recipe planning, working in partnership with Cardiff and Vale Dietetics to ensure the meals produced contain two portions of fruit and vegetables per serving and are in line with the Eat Well Plate. Your skills and knowledge in culinary arts and enthusiasm for our mission will be shown in the types of meals you and your team create. You'll work directly with a Kitchen Co-ordinator and a diverse team of volunteers and will engage and facilitate them in the safe, effective and efficient preparation of meals.

Job Responsibilities

Kitchen Operations

- Manage all aspects of the kitchen operations, including production planning, ordering, preparing, cooking and packaging food to a high-quality; pushing for high production volumes to maximise the amount of surplus that's transformed into healthy and nutritious meals and products.
- Be creative in all cooking activities to deliver outstanding results, producing useful, valued food products and nutritious, delicious and culturally appropriate meals for our community food groups.
- This is an unusual role as the main source of ingredients will be surplus food, you'll use your creativity to produce healthy and nutritious meals from surplus food, showing flexibility and being able to adapt recipes to the food that is available.
- Manage the safe and appropriate packaging, labelling, product specification and recording of prepared foods for onwards distribution, ensuring current legislation for allergen safety and traceability is followed
- Work with the Project Manager to ensure costs are in line with the project budget and track the kitchen operating costs, always striving to find efficient solutions, whilst supporting the project team to evidence the true cost of cooking with surplus foods.
- Work with Cardiff and Vale Dietetics to ensure the meals are in line with the Eat Well Plate

Standards

- Be responsible for delivering and maintaining high standards throughout all kitchen activities, ensuring the kitchen is managed efficiently and effectively

- Ensure that all standards and procedures for Health and Safety, Food Hygiene, COSHH and HACCP are established, in-line with the organisation's manual and complied with by the whole team
- To order, store and manage all food items and ensure compliance with current legislation
- To develop staff and volunteers in achieving consistently high standards of food production and cleanliness in the kitchen and to encourage a continual improvement process
- Produce and develop meals and food products that meet the expectations of our members, maintaining quality and value

Communication and Leadership

- To hold robust communication & daily briefings with staff and volunteers to delegate work effectively and ensure everyone is working within their comfort and capability.
- To supervise and support the Kitchen Co-ordinator where necessary. Support with their management of volunteer recruitment, inductions, training and development.
- To manage volunteer teams - a diverse group ranging from regular volunteers to businesses having a 1-day team volunteering experience - leading by example to ensure that all shift duties are covered, and teams work effectively.
- To effectively manage and maintain good working relationships with Cardiff and Vale College, ensuring a harmonious shared use of the kitchen facility.
- To work closely with FareShare Cymru Operations Team to effectively manage supply and redistribution of meals.
- To be professional when managing daily challenges and issues, recording and reporting anything that may need to be escalated to the Project Manager

Administration

- To devise an internal stock management system and ensure the management of stock
- To ensure all records are completed for the safe production and management of food
- To manage the safe packaging and labelling of all food items, in-line with current legislation
- Keep up-to-date cleaning records, in line with CAVC policy
- To support the project team in achieving KPI's, running reports and evaluating progress

Person Specification

Experience

- Hold City & Guilds/NVQ/SVQ or equivalent to a minimum of level 3, with the ability to develop and deliver effective training to maintain consistent standards throughout the team
- Minimum 2-years relevant experience in catering kitchens, cooking fresh produce
- Demonstrable experience and track record of implementing Food Safety procedures and managing HACCP
- Experience working with a diverse team
- Experience of working with volunteers

Skills, knowledge and abilities:

- Knowledge of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety
- Creativity and aptitude in culinary arts, with a wide knowledge of dishes and food production techniques.
- Have a solid understanding of dish engineering and the development of high-volume food and meal production.
- Knowledge of technical food safety, allergen awareness and control, packaging, labelling, product specifications and data logging for the safe distribution of all prepared foods.
- Ability to coach members of the team including volunteers, in culinary techniques
- Excellent interpersonal & communication skills, clear ability to adapt approach to a diverse range of audiences
- Team player
- Willing and able to develop new skills and take on challenges
- Able to meet targets and deadlines and to work under pressure
- Knowledge of the Third Sector in Wales
- Welsh language skills

Values and behaviours:

- An understanding of, and sympathy with, FareShare Cymru's mission and strategy
- Passionate about tackling food waste and supporting communities gain better access to food
- Flexibility of approach and ability to work within a team
- High degree of motivation, commitment and the ability to use own initiative
- Commitment to equal opportunities