



Job Description Chef de Partie

Reporting to: Redistribution Kitchen Wales Chef

Responsible for: Relevant volunteers

Hours: Part-time (25-30 hours) working hours will include some evenings and Bank Holidays.

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

Terms: 33 days annual leave including bank holidays pro rata

Salary: £24,000 - £28,000 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 prep/ 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 Kitchen Assistant, you will support the Chef at our catering kitchen, which we are working with Cardiff and Vale College to utilise in their downtime.

You will be responsible for ensuring that food is prepared to the highest standards, using the correct equipment and materials. Daily activities in the kitchen will run like clockwork, including supporting daily deliveries, processing, preparing and cooking activities, packaging and labelling of food products, creating product information sheets and daily cleaning.

Your skills and knowledge in culinary arts and enthusiasm for our mission will be shown in the types of meals you and the team create. 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. You'll work directly with a diverse team of volunteers and will engage and facilitate them in the safe, effective and efficient preparation of meals. You will provide inductions and training to volunteers, ensuring the volunteer rota is filled to meet operational needs. You will build good working relationships with Cardiff and Vale College and you will ensure we are keeping the kitchen in line with their policies e.g. cleaning schedules.

Job Responsibilities

Kitchen Operations

- Work alongside the Chef to maintain and deliver high standards. Proactively co-ordinating all activities throughout the kitchen, including food preparation, cooking, packaging, labelling, cleaning, product specifications and record keeping.
- Coordinate two shift schedules, ensuring staff and volunteer cover is adequate for meal production to continue effectively.
- Work closely with the Chef to ensure adequate volume and supply of food into the kitchen, for the team to create meals in batch quantities.
- Ensure the correct delivery, storage and rotation of stocks.
- Support the Chef with the accurate labelling and listing of ingredient declarations for all prepared foods.
- Be invested in the project and strive for its success, supporting the project team where necessary on trialling opportunities, finding solutions and gathering learnings.
- To work to performance indicators so that sufficient meals are created, deliveries to the depot and efficient and orders are honoured to ensure the success of the trial.
- Provide cover for the Chef

Standards

- Be responsible for maintaining kitchen cleanliness to a high standard by cleaning as you go throughout the shift, as well as regular deep cleaning of various equipment throughout the week.
- Ensure compliance at all times for Health and Safety, Food Hygiene, COSHH and HACCP requirements and legislation.

- To work to the standards and processes agreed with Cardiff and Vale College as part of the project.
- To support the Chef in managing food items in the kitchen and creating meals that meet the expectations of our members, maintaining quality and value

Communication and Leadership

- Work closely with the Volunteering and Employability Coordinator and Marketing and Communications Coordinator to recruit volunteers
- Manage volunteer rotas, inductions, training and development in the context of our commitment to Equal Opportunities.
- To supervise volunteer teams, 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 hold robust communication & daily briefings with volunteers to ensure there is clarity on the day's kitchen activities.
- To undertake end-of-day reviews and planning for the next day's activities.
- To build and maintain good working relationships with Cardiff and Vale College

Person Specification

Experience

- Relevant NVQ or equivalent qualifications, including Food Hygiene Level 2
- Experience in a catering, hospitality, production or manufacturing kitchen; with hands-on skills for preparing and cooking foods in large volumes
- Proven record of following Food Safety, Health & Safety and HACCP requirements
- Worked at a Commis or Chef de Partie level, with demonstrable experience of having responsibility across sections in a kitchen
- Experience working with a diverse team
- Experience of working with volunteers

Skills, knowledge and abilities:

- Awareness of allergens, controls and food labelling in the food industry
- Be self-motivated and to work under your own initiative, prioritise and manage your time and the volunteer's time effectively
- Be flexible in the activities and responsibilities you carry out
- Strong knowledge and ability using MS Office and administrative experience
- 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
- 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