PROVIDENCE ROW

HELPING HOMELESS AND VULNERABLE PEOPLE SINCE 1860

Job details

Job title	Chef du partie
Contract	Fixed term until 31 March 2027
Hours	35 hours per week (7.30am to 2.30pm)
Location	The Dellow Centre, 82 Wentworth Street, London E1 7SA
Disclosure	Enhanced
Salary	£31,672
Pension	Auto enrolment from day one into the People's Pension

Role purpose

- To deliver a safe and effective onsite catering service
- To coordinate trainees, volunteers and corporate groups to deliver kitchen support

Key responsibilities

- Prepare, cook and serve meals to agreed menus, quality standards and service times.
- Follow Providence Row's food safety procedures, including Safer Food Better Business and HACCP controls, ensuring that food preparation, storage, allergens, cleaning, waste disposal and kitchen records meet required standards.
- Organise daily food preparation and allocate appropriate tasks to trainees, volunteers and other kitchen participants when in attendance.
- Check deliveries, stock levels, storage temperatures, stock rotation and use-by dates, informing the Catering Manager promptly of shortages or ordering requirements.
- Ensure kitchen equipment is used safely and report faults, maintenance needs or other operational concerns promptly.
- Support effective portion control, minimise food waste and maximise recycling wherever possible.
- Open and/or close the kitchen when authorised and oversee day-to-day kitchen operations in the Catering Manager's absence, within agreed delegated authority.
- Provide practical kitchen instruction and day-to-day supervision to catering trainees in line with the training plan agreed by the Catering Manager.
- Create a safe, supportive and professional learning environment that helps trainees develop their skills, confidence and experience.
- Provide clear, timely and constructive feedback on trainees' performance and conduct.
- Share relevant observations, achievements and concerns with the Catering Manager and designated support staff and contribute to trainee reviews and the identification of development or support needs.

- Provide clear task instruction, practical supervision and support to kitchen volunteers and corporate volunteer groups, ensuring they have a safe, organised and welcoming experience.
- Support the delivery of corporate volunteering activities as agreed with the Catering Manager and Fundraising Team.
- Attend occasional evening or weekend meetings, events and functions where reasonably required.
- Promote and implement the charity's equality, diversity and inclusion commitments in all areas of work.
- Undertake other duties that fall reasonably within the scope and grade of the post, including responding to changes in service delivery and attending catering team meetings.
- Work in accordance with Providence Row's values, policies and procedures.

Person specification

Knowledge and Experience	
Level 3 Food Safety qualification in Professional Cookery, Catering or an equivalent qualification	Essential
Experience of preparing and cooking food safely and consistently in a professional kitchen	Essential
Working knowledge of food hygiene, allergen management, temperature control, stock rotation and kitchen documentation	Essential
Experience of providing practical instruction or supervision to trainees, volunteers or colleagues with different levels of experience, confidence and support needs	Essential
Ability to organise competing tasks and meet fixed food preparation and service deadlines	Essential
Ability to complete records accurately and communicate concerns clearly to the Catering Manager and relevant colleagues	Essential
A calm, patient and respectful approach, including when managing disagreement or challenging situations	Essential
Ability to work collaboratively while taking responsibility for day-to-day kitchen tasks	Essential
Excellent written and verbal communication skills	Essential

Ability to use basic software packages including Office 365 (Excel, Word, PowerPoint)	Essential
Commitment to the core values of Providence Row and a passion for working with people impacted by homelessness	Essential
Competencies	
Good attention to detail, ensuring accuracy and precision in all tasks and documentation	Essential
Is proactive and takes the initiative to gain the information needed for the role, with a flexible and "can do" attitude	Essential
Independently able to identify challenges and use initiative to implement effective solutions	Essential
Can communicate and negotiate professionally and effectively with a range of internal stakeholders	Essential
Demonstrates emotional intelligence, understands the needs of others and recognises the impact of their behaviour on others	Essential
Takes the time to understand difficulties without pre-judgement and with a view to overcoming them	Essential
Exercises the same degree of consideration and care for all those who come to Providence Row, whatever the reason	Essential
Welcomes and seeks to involve everybody, whatever their background, presenting issues, ethnicity, nationality or faith	Essential
Works with people, not for people, to enable them to realise their gifts, abilities and talents	Essential
Acts fairly and promotes justice within the organisation and in relation to the needs and rights of people who use our services	Essential
Is accountable, trustworthy and dependable for their own performance	Essential