

We're a  
neighbourhood  
like no other.  
Be part of it.



# Welcome to Coin Street.



## So what exactly is Coin Street?

We're a community-led social enterprise, meaning we use activism, connection and expertise to protect and nurture our local area.

Since we began our mission back in the 1980's, when our area of London's South Bank was largely unloved and derelict, we've worked tirelessly to create 13 acres of dynamic, welcoming and creative urban landscape. Here we provide homes, public spaces, and opportunities for independent businesses to flourish.



## But it's not just about spaces...

As well as maintaining buildings and businesses, we offer sports, health and wellbeing initiatives to the community, along with support and education for people of all ages.

We're here every day, for everyone.

Job pack

Coin Street 

# Who you are.

You're driven, innovative and ready to make a difference to people from ALL walks of life, in a neighbourhood with an incredible history and an even more exciting future.

If you're passionate about what people can achieve together, and the positivity forged from community, join us in our mission to foster inclusivity, growth, and well-being for all in this very special place.



## Why join us?

- Make a unique difference in a unique place.
- Thrive in a dynamic community, with a passionate team
- Grow your skills and career while helping to change lives for the better.

**Ready to take action?**

# The role.

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<b>Job title:</b>	<b>NURSERY HEAD CHEF</b>
<b>Reports to:</b>	<b>Senior Operations Manager</b>
<b>Contract:</b>	<b>Permanent, 37.5 hours per week (Monday–Friday)</b>
<b>Salary:</b>	<b>£33,000 per annum</b>

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## About the role

The Chef is responsible for the running of Coin Street’s family & children’s centre (CSfcc) kitchen in which meals are provided for children and childcare staff (for our nursery, holiday play schemes, weekly sessions, crèche and parent support programme). You will provide healthy, nourishing meals for children, staff and users at the centre. You will also support parents, carers and children to develop healthy eating lifestyles.

Main responsibilities are around the kitchen and store, preparing and serving food in compliance with environmental health department guidance and food handling and hygiene regulations. You will need to ensure that the food service reflects the cultural diversity of the children at the centre and meets their dietary and religious needs.

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## Who you will work with

Our Coin Street Nursery and Children’s Centre offers families and children high quality and affordable programmes, providing integrated childcare and early years’ education. As a designated Children’s Centre in the area, we are an Ofsted registered day nursery catering for up to 59 children daily from 3 months to 5 years of age.

We have created a nursery that we are very proud of, and which is currently rated Good by Ofsted and we are striving to reach Outstanding. To make this happen, we need brilliant people who can inspire and deliver excellent care to those around them.

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## Your day-to-day

### Food Preparation

1. To prepare meals in accordance with an agreed seasonal 4 week menu cycle and to change this in accordance with the Family and Children's Centre budgetary framework and food standards, allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control.
2. To be responsible for and participate in the preparation, cooking and serving of meals and drinks to children and staff within the CSfcc at the times of day required, within the highest standards of food hygiene requirements.
3. To support with line management of the Assistant Chef, supervise agency kitchen assistants or kitchen apprentices as required.
4. To understand the needs of children with special dietary requirements and ensure they are catered for.
5. To ensure that meals are presented and served in an attractive way and working to deadline ensure meals are served promptly.
6. To maintain high standards of cleanliness in the nursery kitchen, stock area, fridges and freezer. To wash up after meals (breakfast, mid-morning snack, lunch, afternoon snack and tea).

### Healthy Eating

7. To help create seasonal menus in collaboration with staff, parents/carers and children to ensure a balanced and diverse menu.
8. To help promote meals through taster days, parent events, newsletters, theme days and other events and methods.
9. To support Coin Street's emphasis on children's health and well-being. To support projects such as growing a herb garden and food recycling projects.
10. To prepare food for regular sessions within the community team and for special events, which may be outside normal hours.
11. To support staff in providing cooking classes for children on a regular basis.

### Health and Safety

12. To ensure that the highest standards are maintained in respect of health and safety within the kitchen particularly in relation to all levels of hygiene, food hygiene, operation of equipment, and safety procedures.
13. To ensure kitchen risk assessments and kitchen checks are completed regularly, maintain an up to date compliance folder. To inform CSfcc staff on any issues when necessary.
14. To ensure that the kitchen is kept in a hygienic condition including the cleaning of floors, cupboards, refrigerators, ovens etc, according to the schedule.
15. To operate kitchen equipment and ensure it is maintained in a clean condition, reporting any defects in equipment or kitchen premises and requesting repair or replacement to be undertaken.

## Administration

16. To ensure menus are comprehensive and a printed copy kept on file in the kitchen and cover instructions are prepared to ensure consistency during leave etc.
17. To be responsible for completing daily records of vital data e.g. food temperatures, allergens, menu adjustments etc.
18. To be responsible for maintaining adequate food stocks, ensuring that regular checks are undertaken and that there is a minimum of 2 days' worth of meals in store, and forward planning to ensure that each day's menu is followed, placing orders when necessary and cost effective.
19. To be responsible for working within the budgetary framework to order food and sundries, including checking delivery notes and invoices.
20. To be responsible for portion control and to calculate orders appropriately, ensuring resources ordered remain within budgetary framework as advised by line manager.
21. To monitor, control and reduce waste and make recommendations to the Operations Manager for menu adjustments.
22. To provide management information including the breakdown of meal numbers and meal costs as requested.
23. Undertake stock takes on a monthly basis and on request.
24. To report any complaints or incidents to the Operations Manager or Head of Early Years Education.

## General

25. Coin Street, as part of its objectives, intends to offer employment opportunities within the organisation to trainees. All staff are expected to take part in the planning and management of these initiatives and, where required, supervise trainees.
26. To contribute and participate in all staff team meetings (including Inset and open days).
27. To ensure that all CSfcc child protection procedures are adhered to as necessary.
28. To ensure the health and safety of children and to work to all relevant health and safety/Ofsted requirements.
29. To keep confidential any information regarding children, their families and staff in accordance with CSfcc policy.
30. Staff are expected to provide support for each other, to cover for each other's areas of work during absences, to share information and to contribute generally to the smooth running of the centre. Staff may also be required to undertake other duties within their capabilities as requested by their line manager.
31. The postholder will be issued with protective clothing in accordance with the uniform and protective clothing required.

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## General requirements

To comply with Coin Street's Diversity, Equality, and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's Values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things.*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together.*
- *Committed: I do what I say I am going to do and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things – as an organisation, community and society.*
- *Inclusive: I embrace difference and encourage authenticity.*

We do this by:

- *Respecting each other through kindness, empathy, and consideration.*
- *Asking questions and listening well to each other.*
- *Holding an open mind and seeking out new possibilities and opportunities.*
- *Actively involving others to better understand the value they bring.*
- *Holding ourselves and each other to account on what we will do and when we will do it.*
- *Creating time and space for reflecting and growing from our learning.*
- *Challenging unhelpful behaviours and intolerance constructively.*

# Who we're looking for.

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## Knowledge and experience

1. Current Food Hygiene certificate – level 3 training will be provided
2. Literacy and numeracy skills to enable the post holder to participate in ordering and stock control and to undertake administrative tasks related to the running of the kitchen, including knowledge of the factors involved in maintaining a stock control system and order stock within budgetary limits.
3. Knowledge of planning meals / menus to meet the dietary requirements of the service users including the provision of special diets and ethnic meals and experience planning menus and preparing food for a large number of people.
4. Knowledge of health and safety factors including hygiene issues involved in the catering industry, including acquiring the Basic Food Handling Certificate.
5. Knowledge of the Food Safety Act 1990 and Health and Safety Act 1979.
6. Knowledge of the factors involved in cooking for a group of people, including under-five's.
7. Experience of cooking a wide range of meals in a non-domestic setting for a group of people.
8. Experience of participating in the ordering of kitchen supplies and use a wide range of kitchen equipment.
9. Food Handling certificate would be desirable
10. First Aid certificate would be desirable
11. Experience in line managing kitchen staff – support and mentoring will be given.

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## Skills and abilities

12. A personal commitment to and enthusiasm for Coin Street's, purpose, values, ethos, and mission.
13. Ability to work as a member of a team as well as work independently, organising own work and prioritising tasks.
14. Ability to participate in the development of the service, including contributing to the provision of ethnic and whole-food meals.

15. Ability to communicate effectively with a range of people including children, with sensitivity to the needs of service users.
16. Ability to understand the importance of health and safety and hygiene and to take appropriate corrective action as necessary.
17. A level of physical and mental health adequate for the demands of the job.

**A full enhanced DBS will be required for this role. Before commencement of employment all new staff members will be required to undertake online safeguarding and PREVENT training.**

# What's in it for you.



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## Holiday

Take a break with 35 days of leave per year (inc Bank Holidays), increasing with your length of service.

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## Pension

Save for your future with our 5% pension contribution, when you contribute at least 3%.

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## Protection

We're here for you, with Income Protection, Death In Service benefit (3 x salary), and Critical Illness cover.

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## Investment in you

We're committed to your training & development, including regular progress & support reviews, and training opportunities.

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## Wellbeing

We prioritise your wellbeing with webinars, courses, mediations, and therapy session, plus free gym membership at Colombo Centre.



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## Sick pay

We offer 8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years.

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## Flexible working

We trust you to do your job, so where possible, we offer flexible working and hybrid working.

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## Community

Feel part of our community with information and team building days, plus plenty of socialising.

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## Staff discounts

Enjoy a wide range of discounts from retailers and service providers for shopping, dining, experiences, car maintenance, study, and more.

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## Nursery discounts

Enroll your kids in our nursery, and receive 20% discount on nursery fees.

Job pack