

Job Description

Chef , Arnotdale House, Falkirk

This is a new position.

2 roles are available: one full time (37 hours per week) one part time (20 hours per week)

About Cyrenians

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge: working with the homeless and vulnerable to transform their lives.

Our vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

Cyrenians is working in partnership with Falkirk Council to transform Arnotdale House in Dollar Park back into a centrepiece of the community. The building will house a café, events/meeting/party spaces and office accommodation, all of which Cyrenians will run as a social enterprise. This will generate income to provide sustainability and local jobs, offer volunteering opportunities for people from the local community as well as create work experience for people facing barriers to employment.

The renovated building includes office space for Cyrenians existing Falkirk services. The café and enterprise business is projected to be fully operational by early summer 2019 and provides an excellent opportunity for the role holder to be an active part of the initial planning stages linked to opening this new facility.

The building will be open to members of the public and function rooms available to hire for a range of activities, such as: community group meetings, weddings, bistro evenings, small concert evenings/recitals, food markets, educational courses, etc.

Cyrenians values food beyond its role as fuel -it also sustains our mental and emotional health and plays a central role in nurturing connection within

communities. This is the basis of the social enterprises we run, and pivotal to the success of the regeneration of Arnotdale House will be our café.

The post holder for this exciting new opportunity will assume responsibility for the following significant areas:

- Developing and implementing a range of cost effective yet innovative and interesting menus (expectation is that the Full time Chef will lead on this).
- Preparing and cooking high quality dishes for both the café and events being held in Arnotdale House
- Manage the day to day activities relating to the café and events kitchen, including but not limited to overseeing and leading the café and events team and implementing and complying with all Health and Safety policies.
- Line management of the Cafe Assistants within Cyrenians practice and procedures

The post holders will also work alongside the other members of the Social Enterprise team within Arnotdale House, most notably the Social Enterprise General Manager and the Café Assistants, to successfully run the café and events space within the facility. This will include having responsibility over managing the kitchen volunteers who may be supporters of or service users of Cyrenians.

The Chef will ensure customers' expectations of food and beverage are not only met but exceeded. You will also help increase profitability, boost customer engagement and turn our café and event space into a must visit destination.

The post holder will be required to prepare and cook food within the café space and function suites.

To be successful in this role you should have work experience with chef roles in cafes, event catering or similar establishments. Also, you should be available to work during opening hours, including weekends, evenings and holidays.

2 Tasks and Responsibilities

Overall

Supporting the Social Enterprise General Manager to deliver the operational plan for the café and events including:

- Set up the kitchen with cooking utensils and equipment, like knives, pans and kitchen scales
- Liaise with the General Manager to initiate then undertake all coordination with vendors and suppliers in the ordering of food supplies and additional consumables required for the effective running of the café and event catering
- Ensure food stocks are maintained at an acceptable level to fulfil orders placed in the café and to meet the catering needs of planned events
- Establish a daily task plan to ensure the café and events run efficiently.
- Delegate tasks created in the daily task plan to other team members
- Cook food for both the café and event catering requirements in a timely manner
- Inform Café Assistants and waiting team members about daily specials
- Ensure well presented, quality food is produced at all times
- Supervise, coach and mentor junior team members

- Respond to individual customer dietary needs and requests
- Monitor food stock and place orders for both the café and events
- Create and implement an effective stock rotation process
- New product development ensuring seasonal variations and regular exciting specials
- Use time effectively and efficiently
- Implement and comply with Health and Safety requirements, policies and procedures and ensure systems are adhered to and reviewed as appropriate
- Willing to be flexible to fulfil the requirements of the Chef position. Being a charity, resources are always limited and all staff are asked to be flexible in covering for colleagues and to be resourceful in engaging the help of others

Manage café staff in line with the service plan and Cyrenians annual planning cycle

- Provide line management to the Café Assistants adhering to relevant HR policies and procedures
- Ensure each staff member has an individual work-plan disseminated from the Business Plan
- Ensure adherence to the principles of the 'Cyrenians Way of Working' strategy

Other Duties

- Take on other tasks as requested by the Social Enterprise General Manager
- Participate in staff meetings, training and supervision.
- Make a contribution to the overall work of Cyrenians in conveying a caring, professional image to all service users and stakeholders
- Maintain and establish new working relationships with outside agencies, partners and funders associated with the social enterprise at Arnotdale House.
- Contribute flexibility and professionally to the general well-being of the charity and assist in promoting the work of Cyrenians.

3 Person Specification

Skills and Experience

Proven work experience as a Chef or a Cook within a café and events catering environment	Essential
Hands on experience with various Kitchen Equipment	Essential
Advanced knowledge of culinary, baking and pastry techniques.	Essential
Ability to cook for large numbers	Essential
Ability to remain calm and undertake various tasks	Essential
Excellent time management abilities	Essential
Up-to-date knowledge of cooking techniques and recipes	Essential
Knowledge of healthy eating guidelines and food hygiene legislation	Essential
Experience of working with small teams of volunteers / staff	Essential
Experience of line managing staff / volunteers	Essential
Excellent verbal and written communication skills	Essential
Able to demonstrate the ability to maintain relationships and work with a range of service users and volunteers	Desirable
Ability to work with a range of individuals including those with complex needs	Desirable

Experience of delivering training	Desirable
Experience of monitoring, evaluating and reporting to demonstrate impact of work	Desirable
Knowledge of organisations that provide support for vulnerable individuals and groups	Desirable
Good knowledge of IT Skills	Desirable
Current driving licence	Desirable

Training and qualifications

HNC Professional Cookery or City & Guilds or equivalent	Essential
Demonstrable practical experience of menu planning	Essential
Demonstrable practical experience of budgeting	Essential
Demonstrable practical experience of food preparation & service	Essential
Demonstrable practical experience of leading a small kitchen team	Essential

Values and attributes

Conscientious, practical, committed and hard working	Essential
Dynamic, enthusiastic and engages well with people	Essential
Good team player but able to work on own initiative	Essential
Positive and creative approach to problem solving	Essential
Ability to deliver to set timescales	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Committed to learning and developing new knowledge and skills	Essential
Able to cope with stress and be supportive of colleagues going through change	Essential
Ability to work autonomously within charity's systems and ethos	Essential
Willing to be flexible to fulfil the requirements of the role	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Social Enterprise General Manager
<u>Liaison with:</u>	Food Education, Good Food and other Cyrenians staff, stakeholders and agencies, food industry, voluntary sector as needed
<u>Reporting:</u>	Report against work plan at regular support and supervision meetings
<u>Workplace:</u>	Annotdale House, Dollar Park, Falkirk
<u>Working Hours:</u>	Full time: 37 hours per week, or Part time: 20 hour per week Flexible working in line with Café and Function Suite delivery, this will include weekend working and occasional out of hours working
<u>Annual Leave:</u>	25 days plus 10 public holidays (pro rata for part time)
<u>Salary scale:</u>	£24,446 - £26,857 (scale points 25 to 28) For part time, this equates to a pro rata salary of £13,214 for a 20 hour week at SCP25.

<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Disclosure:</u>	PVG membership is required
<u>Probationary period:</u>	6 months

5 Application Deadline and Interview Dates

Closing date is 12 noon on Monday 1st July 2019.

Interviews will be held during the week beginning 8th July 2019.

Second Interviews will be held during the week beginning 15th July 2019.

Please refer to our Recruitment Information PDF for further guidance on completing and submitting your application form. Further information www.cyrenians.scot