

UKHarvest Job Description

Job Title:	Chef – Meals on Wheels
Responsible to:	Nourish Hub Manager
Location:	Nourish Hub, Shepherds Bush, W11 4SS
Salary:	£14/hour (30-40 hours a week)

Nourish Hub Background:

In 2017 the Mayor of London asked for bids from across the local authorities in London to deliver projects under the Good Growth umbrella. The London Borough of Hammersmith and Fulham was selected to deliver the Nourish Hub, situated adjacent to the Edward Woods Estate in Hammersmith. The hub will deliver opportunities for all to nourish the mind, body and soul. Using rescued food as a medium to empower, people will be offered fresh food on a “donate as you dine” basis and there will be the provision of activities to meet local need. UKHarvest, a national food rescue and education charity has been chosen as the partner to deliver the activities within the Hub, delivering learning and training opportunities and providing engagement and outreach services for the local community.

Job Background:

UKHarvest works in partnership with local communities, public bodies, private companies and other voluntary sector organisations to support communities in need. We deliver consistent and high-quality community development activity to improve social cohesion, to engage communities in local decision making, and facilitate social action around nutrition and the environment, to improve people’s lives and to engender community capacity building. We add value to community development activities which are already in place. We provide sustainable solutions.

The role holder will be responsible for producing the meals for our Meals on Wheels service. They are a key member of the Nourish Hub staff, reporting directly to the Nourish Hub Manager and Meals on Wheels Manager. Meals on Wheels is a food delivery service delivered in partnership with Hammersmith and Fulham Adult Social Care – we deliver meals to 70 residents of Hammersmith and Fulham 3 days a week (Monday, Wednesday and Friday), ensuring they have a freshly cooked, nourishing meal and a chat.

The food will be sourced from multiple food rescue charities and local businesses and meals will be prepared to suit the needs of elderly and vulnerable residents. Meals must meet dietary, cultural and nutritional requirements and be made to a high level of food hygiene and safety. A second responsibility of the role is working with our community volunteers who support the making, packaging and labeling of the meals to be delivered.

Main Objectives:

With responsibility for the Meals on Wheels service at the Nourish Hub, London, the post holder will:

- Create up to 500 main meals and 500 desserts a week to be delivered to our service users;
- Develop a diverse weekly menu and recipes to maintain the highest standards of classical British dishes, Afro-Caribbean and Asian meals;
- Be responsible for Health and Safety and Food Hygiene alongside the Head Chef;
- Create appealing multicultural meals that champion seasonality and food waste;
- Maintain food preparation, packaging and labelling requirement, ensuring all labeling is compliant with food labelling laws – computer literacy essential;
- Maintain stock levels and run stock takes alongside the Nourish Hub Head Chef;
- Maintain high standards of pre-packaged food, and maintain the standard for the variable kitchen team;
- Identify and investigate ways to grow and expand the Meals on Wheels;
- Ensure professional best practice and compliance with UKHarvest and industry standards;
- Have strong organisational skills;

- Directly support the Nourish Hub Head Chef and Manager with additional catering requirements of the Nourish Hub as required;

Required experience: The successful applicant will have a catering qualification, and at least 3 years' experience in the food or hospitality sector. A proven ability to work within a catering team is essential. You will care about social justice, environmental sustainability and food waste, as these are the key pillars that underpin all activities and programmes at UKHarvest. Please supply two references to validate your experience when applying for the position.

Other Responsibilities

- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the organisation, as may reasonably be requested by the Nourish Hub Manager.
- Work with due regard for UKHarvest's core values and objectives
- Ensure the effective implementation of and adherence to, UKHarvest's Diversity, Equal Opportunities and Health and Safety policies and procedures

Personal and Professional Development

- Participate in UKHarvest's Performance Management and Appraisal process, and agree short, medium- and long-term goals with your manager.
- Identify learning and development needs of yourself with your line manager and evaluate to demonstrate needs have been met.
- Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in UKHarvest's management team meetings.

Note to Applicant: When completing your application form, you should demonstrate /evidence the extent to which you have the necessary qualifications, experience, and competencies (knowledge and skills) identified as a requirement for the post.

Position Name: Education Facilitator									
Job Factors	Criteria	Person Specification Criteria	Ranking	Criteria to be tested by the following documents and/or activities					
			E = Essential D = Desirable	Application Form	Interview	Presentation	Practical Exercise Test	Work Simulation Test	Certificates or Qualifications
Education & Qualifications	1	Relevant degree, professional qualification and / or experience in one of the following fields or related disciplines community work, Catering, sustainability, or nutrition	E	✓					✓
	2	Experience of supervising staff or volunteers.	E	✓	✓				
	3	Experience in the delivery of a wide range of community learning and education projects	D	✓	✓				
Competencies	4	Ability to lead and embed a high performance culture	E	✓	✓				
	5	Ability to work under own initiative, including	E		✓	✓			

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		effective prioritisation of tasks and ability to work to agreed aims and objectives both individually and as a collective team.							
	6	Ability to use MS office EPOS, Internet and Email	D	✓					
	7	Able to ensure a thorough induction process carried out for all Kitchen workers.	E	✓	✓				
	8	Ability to identify, secure resources and manage the delivery of projects and evaluate their outputs and outcomes.	E	✓	✓				
	9	Ability to work with communities to build the skills and	E	✓	✓				

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		confidence of local people							
	10	Excellent interpersonal, written and oral communication skills	E			✓			
Additional Requirements	11	Understanding of the food waste, Sustainability and healthy eating environment	E	✓	✓				
	12	A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties	E	✓					
	13	Ability to demonstrate an understanding and commitment to equal opportunities in practice	E	✓					

Appointment to this role is subject to an enhanced records check through the Disclosure and Barring Service (DBS).