

# THE BRIDGE

20 Gainsborough Street, Sudbury

## The Bridge Project Sudbury

### Sous Chef Job Advert and Description

**Line Manager:** Catering Operations Manager, Adam Gilders

**Salary:** £23,920 per annum (£11.50ph)

**2 positions available:** full time (40 hours per week) or part time. Varied shifts to be worked in accordance with a 7 day per week service rota. Generally, 08.30am-4.30pm. Some weekends and some evenings.

**Location of work:** two principal sites - 20 Gainsborough Street, Sudbury, CO10 2EU and AFC Sudbury, Brundon Ln, Sudbury CO10 7HN.

**Contract:** Permanent.

**Anticipated Start date:** ASAP

**Closing Date for Applications:** 13<sup>th</sup> March 2022. We are interviewing as we receive applications so early applications are encouraged.

#### About the Bridge Project:

The Bridge Project is a dynamic charity with the primary purpose of assisting disadvantaged adults within the local community of Sudbury. We are a unique food-focussed social enterprise where hospitality and community are at the heart of what we provide, which is built on an ethos of sharing and inclusivity.

#### Job Purpose:

Our hospitality operations are expanding! We are looking for an experienced chef to join our busy catering team at the Bridge Project to ensure the smooth running of the kitchen and prepare a variety of wholesome meals from scratch for a variety of the Charity's services. This includes:

- Hot nutritious meals for delivery in the local community, including deserts.
- Hot and cold lunch meals for the Bridge Project service users (students).
- Hot lunch meals designed in accordance with the nutritional requirements of both the Sudbury and football academy teams, during training and matches.
- Kiosk fast food for football supporters.
- Bespoke hot and cold food for private hosted events such as BBQ's, canapes, roast dinners.
- Cakes and baked foods for presentation and serving in a café counter provision.

We are looking for a motivated sous chef who will deliver quality food and be a champion of high standards. Being a chef for the Bridge Project is hugely rewarding for those with the passion, drive, and commitment to improve the lives of people with a learning disability. You will work alongside our service users, helping them develop their own basic cooking skills.

### Duties and Responsibilities:

- Ensure that all food cooking, preparation, and presentation is of a high consistent standard as expected from a qualified and experienced chef.
- Responsibility for the effective maintenance of the servery. Ensuring appropriate fridge control and stock rotation.
- Responsibility for the opening and closing of the kitchens each day and ensuring cleaning and daily checks are completed by the team. Act as key holder for the kitchen.
- Setting quality and standards for the kitchen, and ensuring that health, safety, and hygiene measures are complied with and reinforced within the kitchen.
- Manage daily work plan for yourself and the catering team in accordance with:
  - Daily meal delivery schedules. Ensure efficient meal delivery processes are in place including responsibility for efficient (volunteer) driver rotas.
  - Food production for the other catering provisions provided at AFC Sudbury including events, academy food, and café service.
- Ensure the smooth running of the functional and training kitchens, working to time restrictions and deadlines, to ensure prompt food preparation and delivery times are met.
- Responsibility for designing cost effective and wholesome customer menus for meal deliveries, events, and our other outlets, working with the Catering Operations Manager where appropriate. Working in accordance with the food and hospitality budget.
- Accountable for monthly stock takes and ordering of food and equipment.
- Support, train and supervise the team. You will be expected to set an example to others, delegate work effectively, and reinforce best practice standards in the kitchen and work with the Catering Operations Manager to establish new systems and processes within the kitchen.
- Supervise staff through on-job training and coaching. Ensure that junior members of staff and apprentices are properly supported. Training staff to prepare and cook all the menu items.
- Work alongside the Bridge Project Service Users (students) in a supervising and guiding capacity to help develop their cooking skills. Ensuring relevant safeguarding procedures are complied with, and developing programmes of work with the Catering Operations Manager.

### Person Specification:

	<u>Requirement</u>	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>	Full driving license (due to our catering sites being located across Sudbury)	✓	
	Current Level 2-4 Certificates in Safety in Food Hygiene	✓	
	At least Level 2 NVQ in Catering and Hospitality or Diploma in cookery or other professional cookery/chef qualification.	✓	

<b>Experience</b>	Previous experience working as a chef (Chef De Partie) within a professional kitchen in a fresh food environment.	✓
	Previous experience as a Sous Chef overseeing the running of a kitchen.	✓
	Experience working in the voluntary, third sector.	✓
	Working with vulnerable adults.	✓
<b>Knowledge</b>	An understanding of the main Health & Safety Regulations, including COSHH and risk assessment.	✓
	Understanding of food safety and hygiene .	✓
<b>Skills &amp; Abilities</b>	Ability to act on own initiative, dealing with any unexpected problems that arise.	✓
	Ability to work within a team of varied individuals with a positive attitude.	✓
	Have high standards of customer service.	✓
	Committed to reducing food waste.	✓
	Willingness to engage in physical work as part of your daily job.	✓
<b>Behavioural Competencies</b> (to be assessed at interview)	Working with people:	✓
	<ul style="list-style-type: none"> <li>- communicates proactively</li> <li>- Adapts to the team and builds team spirit</li> <li>- Recognises and rewards the contribution of others</li> <li>- Supports and cares for others</li> <li>- Develops and openly communicates self-insight such as aware of own strengths and weaknesses</li> </ul>	
	Leading and supervising	✓
	<ul style="list-style-type: none"> <li>- Provides others with a clear direction</li> <li>- Sets appropriate standards of behaviour</li> <li>- Delegates work appropriately</li> <li>- Motivates and empowers others</li> <li>- Provides staff with coaching</li> <li>- communicates proactively</li> <li>- Adapts to the team and builds team spirit</li> </ul>	
	Following instructions and procedures:	✓

- Appropriately follows instructions from others
- Follows procedures and policies
- Keeps to schedules
- Demonstrates commitment to the organisation and values of the Bridge Project
- Sets appropriate standards of behaviour
- Complies with legal and safety regulations of the role

Deciding and Initiating Action:

✓

- Makes prompt, clear decisions and takes responsibility for people, actions and work
- Takes initiative and works under own direction
- Appropriately follows instructions from management and reinforces standards
- Demonstrates commitment to the organisation and values of the Bridge Project
- Complies with legal and safety regulations of the role

Delivering results and meeting customer expectations:

✓

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic and orderly way

Adapting and coping:

✓

- Works productively in a busy environment
- Maintains a positive outlook at work
- Handles criticism well and learns from it
- Adapts to changing circumstances

Planning and organising:

✓

- Manages time effectively
- Identifies and organised resources needed to accomplish tasks

- Plans activities in advance and takes account of possible changing circumstances

**Job Application process:**

1. Submit your CV and a cover letter explaining how you meet the requirements of the role which will be assessed against the requirements of the job description and the **qualifications, experience, knowledge, skills and abilities** section of the person specification.
2. If you meet the criteria and are shortlisted, you will be invited to an interview for us to determine your suitability for the role and you will also be assessed on the full job description including the **behavioural competencies**. You may also be asked to carry out a work trial in the kitchen of around 2 hours.

**Any applicant successful at interview and provided with a conditional job offer will be subject to an Enhanced Disclosure Barring Service (DBS) check due to working alongside the Bridge Project Service Users (vulnerable adults).**