



Chef

Appointment Brief

Chef

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

This is an opportunity for someone with a can do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based at the Caldecotte Xperience, Simpson, Milton Keynes. You should expect to enjoy being part of a collaborative, loud and energetic organisation.

Our Mission

To support all young people's growth towards fulfilling and responsible adult lives, Action4Youth develops physical, mental, spiritual, moral and cultural abilities which act as:

- A Springboard towards realising dreams
- A Safety Net for those at risk
- A Voice of influence from the young and for the young

In order to benefit as many young people as possible while maintaining Action4Youth's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

What we do

Action4Youth delivers various youth programmes including; the National Citizen Service (NCS), The Inspiration Programme (TIP), Breakout and an established mentoring programme.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 75 organisations in membership and offers a range of essential support and services.

Our outdoor education centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

The Junction in High Wycombe is open to all young people and offers a timetable of weekly activities, a space for socialising and leisure activities and crisis support clinics.

Action4Youth is the operating authority for Buckinghamshire, Milton Keynes and Northamptonshire for Open Awards Groups for the Duke of Edinburgh Award Scheme.

About the Role(s)

We have vacancies for two permanent part time Chefs, each working 1060 hours per year which averages out as 20 hours per week.

The successful candidates will work increased hours during our busy summer period (particularly in July and August) and will then be able to take time off in lieu during the quieter winter months.

Job Description

Job Title

- Chef

Location

- Caldecotte Xperience

Position in the Organisation

- Reports To: Group Liaison Manager
- Working With: The Caldecotte Staff team

Main Purpose and Scope of the Role

- To plan and provide nutritious meals for centre users within agreed budgets and timescales, whilst ensuring that all health and safety and environmental health standards are achieved and maintained.

Duties and Key Responsibilities

- Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies.
- To conform to the centre's Food Hygiene procedures
- Ensure all equipment used is well maintained, in good working order and to log any defects and report to the Group Liaison Manager.
- To prepare, cook and present well-balanced meals and beverages to the highest quality incorporating, cultural and dietary needs as required by the centre users.
- To monitor stock and to ensure that all stock requirements are supplied in a timely manner to the Group Liaison Manager in accordance with the planned menus.
- Work closely with the Group Liaison Manager to ensure that catering is delivered within agreed budgets.
- Work closely with the Group Liaison Manager to ensure catering services are provided to a high standard for centre users
- Maintain and check First Aid equipment within the Kitchen
- Maintain food storage areas and ensure stock rotation
- To take delivery of new stock and to store it appropriately
- To monitor food wastage
- Carry out good food management, temperature controls and Hazard Analysis Critical Control Point (HACCP) documentation according to current Food Hygiene regulations

General Responsibilities

- Support events and meetings when required.
- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- To carry out any other Action4Youth duties as required by your Line Manager, CEO or Directors.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System.
- Attending relevant CPD training events in line with Performance Management appraisal.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

Person Specification: Chef	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
Skills, Experience and Knowledge		
Capable of working to a set budget whilst maintaining a high quality of food	E	I
Knowledge of cleaning procedures	E	I
Responsive to individual dietary and cultural needs	E	I
Experience of cooking within a commercial environment	D	I
Have an understanding and clear commitment to Health and Safety practices	E	I
Ability to prioritise workload to deliver outcomes	E	I
Ability to work within a variety of policies	E	I
Qualifications		
NVQ Level 2/3 in Food Preparation/Catering	E	A/I
Level 2 Award in Food Safety or equivalent qualification	E	A/I
First Aid Qualification	D	A
Personal Attributes		
Ability to solve problems for yourself and to work without direction	E	A/I
A positive, enthusiastic and 'can do' approach to work	E	I
Ability to communicate well at all levels	E	I
Ability to prioritise and manage large workloads	E	I
A team player who is outgoing, friendly approachable, flexible and enthusiastic	E	A/I
Strong interpersonal skills, tact, sensitivity and diplomacy	E	I
Understanding of the ethos, values and culture of Action4Youth	E	I
Demonstrate an awareness of equal opportunities	E	I

To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this position to ian.knight@action4youth.org

If you would like an informal chat regarding the role please email Rich Wyatt rich.wyatt@action4youth.org or call 0300 003 0998

Interview Dates: To be confirmed

Action4Youth
5 Smeaton Close
Aylesbury
Buckinghamshire
HP19 8UN

Telephone: 0300 003 2334
www.action4youth.org

Action4Youth is committed to safeguarding and protecting the young people that we work with. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.