



Cook Job Pack

Health and Community Hub

Blackthorn Trust is a charity based in Maidstone supporting people with mental and physical health difficulties. We are looking for an enthusiastic, 'can do' person to join our catering team based in our community garden café.

This is a key role cooking every day to deliver excellent food and service to the public.

Who you are:

You must have a passion for making a difference and have experience cooking for a busy catering / café environment.

You will be excellent at supporting others to get the job done and will be able to use your own initiative to adapt and support the team.

We are working with vulnerable people on a daily basis, so you will need to be friendly and approachable and able to join the team in creating a supportive environment.

The role specifics:

- **Job Type:** Fixed term contract, initially for 1 year.
- **Hours:** Part time 30 hours per week Monday to Friday, 9.00am – 3.00pm.
- **Salary:** £13.26 per hour

How to apply:

We are very interested in hearing from anyone who feels they have the qualities to make a difference.

To apply for the role of Cook, please send your completed application form to carrie@blackthorn.org.uk

The deadline for receipt of applications is 10am Friday 9th February

Interviews will be held on 13th / 14th February

We aspire to remove barriers and be open to all. We fully support access to work applications. To submit applications in an alternative format, or to request information in an alternative format please email: carrie@blackthorn.org.uk

To apply for this role, you must be eligible to work in the UK – Blackthorn Trust is not a Sponsoring Organisation.

Job Description: Cook**Responsible to: Community Hub Manager**

The Cook will have a key role in the café, supporting the Community Hub Manager who is responsible for the catering operation of the Trust.

Job Purpose:

- To run the Blackthorn café kitchen providing a varied menu

1. Key Responsibilities and Tasks

- To produce varied seasonal menus for the café, ensuring a range of options are available, working closely with the Community Hub Manager and Gardener
- To do the weekly ordering of ingredients
- To support the café team daily and oversee the service and presentation of food to customers
- To contribute to the planning and organising of the catering for events
- To ensure allergen guidance is followed and displayed to customers
- To ensure the cleaning and maintenance of all equipment in the kitchens
- To ensure environmental health standards are met in kitchen areas at all times

2. Other Responsibilities

- To be an active and positive team member and attend and participate in staff meetings
- To work under the supervision of the Community Hub manager providing cover when required for holiday and cooking training workshops for our service users
- To stay up to date with mandatory training and attend development days
- To work within Trust policies and procedures at all times
- To participate in events including those that take place during the evening and at weekends
- To support and manage volunteers in your area of work
- To assist with other duties that may be required as agreed with the Management Team

Studies indicate that women and people from ethnically diverse heritage are less likely to apply to jobs unless they meet every single criteria. If you are excited about this role but your past experience doesn't perfectly fit our core criteria, please do not be discouraged from applying. We are keen to recruit the right person for the role and welcome applications from those who may be open to learning new skills.

Person Specification

Our core criteria

- Experience of cooking in a commercial setting
- Certificate in Health and hygiene
- Food hygiene and allergen knowledge and practice
- Ability to work flexibly including occasional weekends
- Excellent communication skills with the ability to quickly establish positive relationships
- Ability to handle sensitive and confidential information and data in line with GDPR policy

Our desirable criteria

- Qualification in catering/ food industry
- Experience of supporting or mentoring others in a learning environment

Benefits:

We offer a number of benefits including:

- **Pension:** We offer employer contributions of 3% and employee contributions of 5%.
- **Holiday:** Our staff enjoy 25 days of annual leave plus bank holidays.
- **Sick pay:** We offer a generous sick pay scheme which grows as you remain with the team. After 3 years we offer 3 months full pay + 3 months half pay in any 12-month rolling period.