



Job Title: Events Chef

Reports to: Hideaway Delivery Team General Manager

Hours of Work: Variable. Some evening work essential (Saturdays min.).
Variable hours position 8-24 hours per week.

Normal Place of Work:
The Hideaway, Partington Shopping Centre, M31 4EL

Rate of pay: Band 3-4, £12.82 per hour- £13 per hour depending on experience (reviewed April 2025).

OUR MISSION

To reverse poverty for families and vulnerable people using education, relationships and practical help to bring life-transforming help, hope and joy.

By creating unique community hubs in areas of high deprivation, we bring together partners to create a thriving open-access, barrier and stigma-free community for learning, playing, building relationships and accessing all support needed in a central and welcoming 'third space'.

PURPOSE OF JOB

To support the Delivery team General Manager with the preparation of hot and cold meals, cakes and other kitchen duties as required.

As we deliver more evening events, the events chef will be responsible for menu planning and cooking additional meals outside the usual menu.

KEY RESPONSIBILITIES

- Undertaking the preparation and cooking of the hot and cold meals, buffets, cakes and beverages served in the Noah's Ark Restaurant at the Hideaway
- Ensuring that the café environment is pleasant and welcoming in line with the image agreed with the Directors
- Operating the till as required, including cashing up.
- Checking that orders have been correctly delivered and charged for
- Serving customers in a pleasant and courteous manner
- Keeping cleaning and temperature records
- Clearing tables
- Washing up and operating the dish washer

- Cleaning the kitchen, café area in accordance with Health and Safety Regulations and Guidance
- Support with all café and delivery team duties as required.
- Support with stock recording and management, ordering and recording food
- Keeping cleaning and temperature records
- Reporting maintenance issues
- To ensure that storage areas and facilities are well maintained, observing stock rotation
- Ensuring that any risk assessments are complied with
- Keeping accurate time sheets daily
- To ensure that all duties are undertaken effectively and efficiently, in accordance with the required standards of service and care.
- To undertake all duties in accordance with relevant Health & Safety legislation and in line with the values and ethos of the organisation
- To undertake training as required
- The role involves working with children and vulnerable adults, and the responsibilities to safeguarding that this involves.

This job description does not form part of your Contract of Employment

Dated: January 2025

Skills Required

Essential	Desirable
Knowledge, Skills and Abilities:	
<p>Must have a keen interest in food preparation and a desire to learn how to cook at a high level.</p> <p>Have excellent communication skills Actively listens and responds politely and clearly; Presents written information in a clear, structured and concise manner;</p> <p>Speaks with clarity, effective structure, volume, pace and tone.</p> <p>Ability to inspire and encourage others – especially children.</p>	<p>Awareness of health & safety requirements in a commercial kitchen.</p> <p>Have a good understanding of safeguarding practices and policies.</p>

<p>Works well with colleagues inside and outside the team; respecting, compromising, supporting and valuing the views of others.</p> <p>A desire to learn, improve themselves and be challenged.</p> <p>Have excellent customer service skills</p> <p>Has a professional approach and attitude;</p> <p>Is committed to providing excellent service;</p> <p>Recognises the importance of high standards of customer service.</p>	
<p>Qualifications/ Attainments:</p>	
<p>Relevant qualifications in food preparation and service</p>	<p>GCSE in English and Maths.</p>
<p>Experience:</p>	
<p>Relevant experience in a busy commercial kitchen</p>	
<p>Personal Qualities:</p>	
<p>Friendly, honest and enjoy working in a kitchen environment</p> <p>Must be flexible to work days, evenings and weekends</p>	
<p>Other:</p>	
<p>An enhanced DBS (formerly CRB) check may be required</p> <p>A willingness to work within the Christian ethos and values of the organisation</p>	<p>Appreciation of health, safety and welfare of children.</p>