

The Society of Saint Vincent de Paul (SVP) is a worldwide Christian organisation. It is a volunteer led organisation, which aims to help all people in need, regardless of class, creed or colour. The society was founded in Paris in 1833 and expanded very quickly reaching the Island of Ireland in 1844.

One of the services SVP offers is to organise short breaks in one of their centres in a relaxing, safe and caring environment, at an affordable price.

**Job Title: Cook**

**Reports to: Centre Manager**

**Direct Reports: None**

**General Overview**

We are now seeking applications for the position of catering assistant who will report to the centre manager..

The successful candidate will ensure the provision of high standard meals and snacks for all residence.

The role is a full time position 37.5 hours per week for 16 weeks in the summer period.

The post holder will be required to work to a rota pattern that will require working outside of normal daytime hours.

**Job Description**

Main Duties

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| * To develop menus which offer choice, reasonable diversity and cater for special and individual dietary requirements. * To ensure that necessary systems and checks are maintained in order to provide a safe and healthy work environment. * To ensure compliance with the Food Safety & Hygiene (England) Regulations 2013/Food Hygiene Regulations (Northern Ireland) 2006 * To work with the manager to maintain the agreed budget. * To ensure the quality of meals produced in terms of presentation and taste. * To ensure all food and other items are stored correctly. * To monitor stock, maintain effective stock rotation and place orders were required. * To ensure documentation is updated, maintained and legible. * To maintain care and cleanliness of all kitchen equipment and storage areas * To manage rotas and arrange shift cover to ensure the correct level of staffing is in place. * To undertake regular supervision and performance reviews for direct reports. * To refer any issues or complaints from customers to management according to agreed protocols.   . |

General

* To take care of equipment and report any breakages, faults or necessary repairs to management.
* To adhere to all policies and procedures including Health and Safety.
* To maintain confidentiality in relation to all aspects of the Centre’s operations.
* To carry out such other duties as may be reasonably expected of the post.
* To be alert to the presence of risk within the working environment and take steps to minimise the risk and notify management of any concerns as appropriate.
* To participate in training and development activities as required.
* **Note**

*This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.*

**Person Specification**

**Essential attributes that candidates must possess:**

Relevant Skills and Experience

* Food Hygiene Level 2.
* Experience of preparing meals for a large number of people.
* Menu Preparation
* Stock Order
* Have a full understanding of H.A.C.C.P and the requirements in line with the food standards agency
* Good communication skills; verbal and written
* High degree of flexibility and to be available to work all week as rostered.

**Additional Desirable Attributes that we would like candidates to possess, if possible:**

* 6 months experience of working within a similar environment.
* NVQ2 or City & Guilds Equivalant.
* Previous experience in a charity or health & social care setting.

**Safeguarding Statement**

This post will be subject to the relevant AccessNI disclosure check.

*SVP are an equal opportunities employer and welcome applications from all sections of the community. We reserve the right to add additional shortlisting criteria should the need arise.*