

Othona Bradwell
Catering Lead
Job Description and Person Specification

Summary, purpose and objectives of the role

Good food and eating together is a vital part of being a community. Food brings people together. Good food makes people happy and relaxed and helps them enjoy meeting other people and sharing a meal together to get to know one another. The Othona Community provides good quality, home style cooked food, to facilitate people enjoying being together.

The Catering Lead and cook is a key role in ensuring our hospitality continues to nourish and nurture. You will be a part of our Residential Community Team and have responsibility for cooking, ordering, menu planning and meeting our statutory responsibilities in relation to food safety.

Main duties and responsibilities

Cooking and catering

Provide a catering service for the Community, including selection of foods and healthy food choice, from local suppliers whenever possible, selection of products according to the menu, food allergens information and working to operational service times.

Provide for a wide range of nourishing, nutritious 'home-cooked' dishes. There are three meals a day; breakfast, lunch and dinner. interspersed with coffee, tea and cocoa (!) breaks, as required. The resident community, volunteers, community members and guests are delegated to help with veg prep and other tasks as required. Many are, themselves, accomplished in the kitchen. With this in mind, you will coordinate the assistance needed each day and maintain 'a happy ship'.

Maintain high standards in the quality of food, both its preparation and presentation. Instruct and train other staff and volunteers in tasks and duties as required to maintain the catering function.

Operate and implement policy in line with Safe Food Better Business standards, including hot and cold temperature, allergen and quality controls.

Maintain the highest standards of hygiene at all times and comply with Othona Food Hygiene and Health and Safety policies.

Ensure cleaning rotas are completed and signed off and the kitchen is left clean and tidy at all times.

Working to a budget agreed with centre manager, undertake stock taking and purchasing as required including checking the completeness of suppliers' deliveries and the correctness of invoices.

Other tasks and activities

Provide a hospitable, inclusive, warm and welcoming environment for everyone attending our programmes, activities and community.

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Share time together with community, visitors and guests to listen, support and encourage them to participate in community to the best of their ability.

There may be times when you'll be asked to lend a hand in other areas of responsibility like reception, answering the telephone, cleaning and preparing the centre for guests.

Responding in an efficient, flexible and polite way to the needs and issues which arise on a regular basis for guests, visitors, community members and resident team.

Following the Othona values and implementing them through our behaviours to demonstrate that we are founded in Christian values and a lifestyle of love and servanthood as modelled by Jesus.

On occasion you may be asked to deputise for the Centre Managers.

Living together as the residential community team. Sharing the principles of Christian community even when there are no guests or visitors.

Leading and supporting chapel services and reflections to be inclusive and accessible for all.

Any other duties as requested by the Centre Manager or Deputy Centre Manager

Summary Terms & Conditions

Salary £11,025 - £13,230 depending on qualifications.

33 days annual leave which includes 8 Bank Holidays

Othona Pension scheme, 10% employers contribution

Self contained accommodation with ensuite, including food and council tax paid by the Community

Transport – use of community vehicle for personal use, agreed rate charged

Personal vehicle used for community business, agreed rate of expense reimbursed

Suitable development training as agreed

A successful appointment will be conditional on the receipt of two satisfactory references and a DBS background check at the appropriate level.

Continues over

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Person Specification		
	Essential	Desirable
Qualities	A sensitive and inclusive people-person, ready to welcome friend and stranger alike and encourage their participation in the work of the kitchen. Self-motivated, content to live in a remote community in basic accommodation.	Sense of humour.
Qualifications	Food hygiene level 3, or willing to acquire upon appointment to the role	catering qualification
Faith	Able to work in an ecumenical Christian setting Actively support the principles of "Inclusive Church"	Demonstrate regular participation in a Christian faith community or other spiritual practice.
Knowledge and experience	Experience within the hospitality, retreat, or customer service sectors Awareness of food safety requirements including allergen and dietary requirements Ability to work according to policies and procedures, especially H&S, safeguarding and financial control Able to oversee the kitchen, food ordering, stock and budget control and day to day make up of the kitchen team.	

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Person Specification		
General skills and aptitudes	Ability to communicate clearly verbally and in writing, including by email Willingness to learn new skills eg. First aid, fire procedures The patience to train and work with volunteers (fellow residents and visitors), and the humility to learn from them. Able to engage with a wide range of people in an appropriately warm and friendly manner	
Personal attributes	Resourceful, able to resolve problems as they arise A willingness to turn your hand to a variety of tasks when need arises, such as cleaning, gardening, first aid, simple maintenance etc Resilient both physically, mentally and emotionally. Able to cope with the rigours of living and working on site with a small group of people in modest accommodation, in a moderately remote setting A resource finder, able to ask for and accept help from diverse sources for self and the running of the centre Able to maintain healthy personal boundaries and good self care	
Circumstances	Current right to work (and remain) in the UK.	

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Person Specification		
	Clean UK driving license.	