

JOB DESCRIPTION

TITLE OF JOB: Relief Cook

JOB REFERENCE: RC/H50/Oct24

CLOSING DATE FOR APPLICATIONS: 9.00am, 5th November 2024

SERVICE/PROJECT: The Hop 50+

HOURS PER WEEK: Zero hours contract (to cover annual leave / sickness)

COVERING SHIFTS: Monday – Friday, 9.00am – 4.30pm / Saturday, 9.30am – 3.00pm

TEMPORARY/PERMANENT: Permanent

SALARY BAND 2, SCALE POINT 8: £12.69 per hour paid monthly by Automated Credit Transfer on 25th of each month

HOLIDAY ENTITLEMENT: 27 days pro rata per annum, plus 3 extra days at Christmas and the usual statutory holidays. Paid in lieu due to zero hours contract.

ACCOUNTABLE TO: Deputy Manager

LINE MANAGED BY: Deputy Manager

RESPONSIBLE FOR: Providing relief cover to running The Hop 50+ Cafe with a team of volunteers, cooking a variety of meals, maintaining Health & Safety standards.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

For an informal chat about the job, please call Lin Hastings or Claire Corbin on 01273 729603.

BACKGROUND AND AIMS OF IMPACT INITIATIVES

Providing a voice, hope and change for Sussex people in need.

Impact Initiatives was founded in 1978 to resolve the social issues that Brighton and Hove communities were facing at the time. Our founders were a diverse collection of individuals who cared enough about community issues to come together and act against the injustices they saw on their doorstep. Over the years Impact has grown and evolved as an organisation but what has never changed, is that we continue to provide a voice, hope and change for the people who need it most.

Today our services work tirelessly to support, champion and inspire children, young people, adults with disabilities and older people. Ultimately, we believe that everybody should have the opportunity to be the best they can be. Our vision is for Sussex people of all ages to reach their potential, living healthy and fulfilling lives.

Impact's model of having a Central Team - who provide expertise in finance, HR, IT and facilities, health and safety, and business development - ensures each of our specialist teams can focus on excellence in individual service delivery and development. We employ around 100 staff who are supported by a team of volunteers and currently work with over 10,000 people each year.

ABOUT THE HOP 50+

Impact Initiatives provides services across Sussex which support health and wellbeing, and which help Sussex people live healthy and fulfilling lives. By doing this, we strive to Make Tomorrow a Better Day.

Today Impact manages a range of services in Sussex for all ages, the services are all designed to help people to meet their potential and have an improved quality of life. Each of our services has a specialist manager and staff team who are supported by the Impact Central Team who provide management in finance, HR, admin, IT, facilities and project development. This is a cost-effective way of the services having consistent professional support and enables them to focus on the service provision.

The Hop 50+ is a warm & welcoming community space and café open seven days a week. It offers a range of activities and social opportunities for people aged 50 and over, aimed at supporting customers to improve their health and wellbeing, to learn new skills and where people can enjoy good food and company. People can create their own experience by browsing through the monthly programme and choosing from a menu of group sessions, trips, health and wellbeing related activities and learning and social opportunities.

Our groups include healthy walks, gentle exercise, yoga and various styles of dancing. These take place each week in halls and community centres. We also provide a range of options to help people to keep emotionally and physically healthy and well including: A purpose/reason to get up and go out, spending time with others, eating well and physical exercise.

The Hop 50+ and Hop 50+ Café are also available for hire to other groups for meetings and events.

The Hop 50+ is part of the Ageing Well Service commissioned by Brighton and Hove City Council will provide coordinated services and events across the city. These services will be easy to access, reduce loneliness and social isolation and ensure older people in Brighton and Hove maintain and improve their health and wellbeing. It will fill current gaps, provide a combination of group and one-to-one activities across all areas of the city and will make Brighton and Hove the go-to place for excellence in preventative services for older people.

Starting on April 1st, 2019, we aimed to make Ageing Well a national beacon of good practice. Ageing Well aims to ensure that no older person in Brighton and Hove is involuntarily socially isolated.

MAIN TASKS

- To prepare and cook from a varied menu including breakfasts and lunches to include options which meet specific dietary needs where required.
- To work with The Hop 50+ Manager, Deputy Manager and café team to ensure that the café always feels vibrant professional, friendly, and welcoming to customers.
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- To work as part of a team with staff and volunteers at The Hop 50+ and to supervise volunteers in the café.
- To ensure orders for food and drinks are taken from customers.
- To ensure the smooth running of the café by maintaining the kitchen and café areas, and equipment, to the required standards and any defects in equipment are reported immediately.
- To ensure the kitchen and café areas are kept clean and tidy throughout the day and left ready for the following day.
- To serve food and drinks when required, taking and recording payments using the till.
- To cash up in accordance with procedures at the end of each day.
- To comply with all Hop 50+ policies, including Health and Safety, with particular attention to hygiene.
- To complete and maintain basic records such as those required by the Environmental Health Team, and statistics as required by The Hop 50+ Manager

e.g. checking fridge and freezer temperatures, maintaining statistic sheets, checking and putting away food orders, ensuring clear labelling of food on sale.

- To keep up to date with basic legislation, attending appropriate courses on food handling, health and safety etc. as agreed by the Centre Manager/Deputy Manager.

GENERAL

- To comply with and implement the Impact Equal Opportunities Policy and any specific policies and procedures designed to promote and monitor equal opportunities.
- To comply with and implement the Impact Health and Safety Policy and any specific policies and procedures relating to the specific activities on which you are employed. Generally, to take reasonable care for the health and safety of all those affected by this work.
- To attend regular supervision sessions and meetings as required by your line manager.
- To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
- Any other duties within the scope of this job description as requested by The Hop 50+ Manager, Service Manager and/or Senior Leadership Team.

PERSON SPECIFICATION:

ESSENTIAL SKILLS

- Minimum Level 2 in Food Safety in Catering (training can be provided)
- Experience of working in a café/restaurant, preparing, cooking and serving food and beverages.
- Experience of and ability to observe and maintain food hygiene and health and safety requirements, including the preparation, storage and serving of food.
- Ability to work calmly in a busy and demanding kitchen, prioritising the needs of the café and its customers and volunteers.
- An understanding of the needs and interest in working with older people.
- Ability to handle cash and keep accurate records.
- Ability to work as part of a team.

DESIRABLE SKILLS

- Experience of working in a café/restaurant setting
- Experience of taking the lead and working unsupervised in a commercial kitchen.
- Experience of working or volunteering with older people.