



<b>Job Title</b>	Weekend Kitchen Assistant
<b>Department</b>	Welfare Dept
<b>Reporting to</b>	Welfare Centre Manager
<b>Hours</b>	Saturday and Sunday 8.30am-2.30pm 12 hrs per week Bank Holidays (including Christmas Day) must be covered in discussion with the Welfare Centre Manager and volunteers.
<b>Salary</b>	£21,944 pro rata
<b>Location</b>	Welfare Centre, 141 Park St, Luton
<b>Probationary Period</b>	Six months
<b>Conditions of employment</b>	As contained in NOAH Enterprise's Statement of Terms and Conditions of Employment and Staff Handbook.
<b>Main role and purpose of position</b>	<p>Our drop-in welfare centre delivers accommodation and financial advice, food, clothing, showers and health support and is a bastion of hope and life support for those sleeping rough.</p> <p>The Weekend Kitchen Assistant will facilitate the operation of an efficient and effective catering service by maximising use of donated food to provide good quality, nutritious meals. High standards of food hygiene and health &amp; safety must be maintained in all food preparation and storage areas.</p> <p>The post-holder will have experience of leading a kitchen using time-management, prioritisation, interpersonal, and administrative skills. They will have the ability to build supportive and empowering relationships with kitchen volunteers from diverse and disadvantaged backgrounds and a commitment to help those in need.</p>
<b>Main duties and responsibilities</b>	<p><b>Meal Provision</b></p> <ul style="list-style-type: none"><li>Responsible for the weekend midday meal service, feeding between 20 and 40 people, ensuring that they are nutritionally balanced, always seeking to provide a varied and appetising menu. This will include a vegetarian option whilst also taking into account the dietary requirements of the diverse ethnic and religious mix of service users, as far as is practical</li><li>To prepare daily food packs and sandwiches for service users to take away after or with their midday meal</li><li>To prepare and/or supervise the preparation of hot drinks during the meal service</li></ul> <p><b>Kitchen Hygiene</b></p> <ul style="list-style-type: none"><li>Kitchen hygiene standards must be kept in line with statutory food hygiene storage regulations and NOAH's policies</li></ul>



	<ul style="list-style-type: none"><li>• All donated food to be received and stored at correct legal temperatures ensuring compliance with statutory food storage regulations</li><li>• Ensure that freezer/fridge temperatures comply with Environmental Health regulations at all times and that a written record of this compliance is kept for inspection</li><li>• Supervise all kitchen staff and volunteers, ensuring compliance with all health and safety standards including those relating to the wearing of hygiene-protective clothing</li><li>• Organise and motivate the kitchen staff team and volunteers including coordinating closely with the Chef and Catering Supervisor and wider NOAH Welfare team</li><li>• Manage and oversee the serving of the midday meal and monitor and maintain the dining room area</li><li>• To wash up all used kitchen utensils and tidy the kitchen and dining room areas during after the meal service has finished</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Either hold a current Food Hygiene certificate or be willing to complete within the first two weeks</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• Advise Welfare Centre staff of any unacceptable service user behaviour in either the dining room or kitchen areas</li><li>• Help keep the Welfare Centre and work areas clean and in good repair ensuring any issues are suitably reported to the Welfare Centre Manager or Chef and Catering Supervisor</li><li>• Take responsibility for opening and closing the Welfare Centre when required</li><li>• Ensure the procedures for the safety and security of the Welfare Centre are strictly observed</li><li>• Attend any meetings, seminars, training sessions as requested both on and off NOAH Enterprise premises</li></ul>
<b>NOAH policies and equal opportunities</b>	All duties to be carried out in accordance with the policies and procedures of NOAH Enterprise, including the Equal Opportunities policy
<b>Values and ethos</b>	<p>NOAH is a charity that helps people experiencing homelessness, extreme poverty, and other disadvantages to make positive changes in their lives. We do this by providing care and advice services, training and wellbeing workshops, and opportunities for employment.</p> <p>We are driven by our values of Care, Compassion, and Commitment, which have their roots in the teachings of Saint Vincent de Paul, whose life was the inspiration behind the founding of NOAH.</p> <p>We are a Living Wage Foundation Employer and are committed to promoting wellbeing and a work-life balance amongst our staff.</p>

NOAH is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment and our Safeguarding Policy and Procedure.