



Job Title	Locum Cook
Department	Welfare Dept
Reporting to	Welfare Centre Manager
Hours	As required. This would either be a Saturday and/or Sunday from 9.30am-2.30pm but more hours could be available if other staff are on leave.
Salary	£11.50 per hr at living wage
Location	Welfare Centre, 141 Park St, Luton
Probationary Period	Six months
Conditions of employment	As contained in staff contract and NOAH Enterprise's Statement of Terms and Conditions of Employment and Staff Handbook.
Main role and purpose of position	<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 locum chef will facilitate the operation of an efficient and effective catering service by maximising use of donated food to provide quality, nutritious meals whilst maintaining high standards of food hygiene and health & safety in all food preparation and storage areas.</p> <p>You will have experience of leading a kitchen and have time-management, prioritisation, inter-personal, and administrative skills. You will have the ability to build supportive and empowering relationships with kitchen volunteers from many nationalities and disadvantaged backgrounds and a commitment to help those in need.</p>
Main duties and responsibilities	<p>Meal Provision</p> <ul style="list-style-type: none">• Responsible for the midday service, feeding between 20-30 people either a 1 or 2 course meal. Ensuring that meals are nutritionally balanced, always seeking to provide a varied and appetising main dish. Preparing a vegetarian option whilst also taking into account the dietary requirements as far as practical of the diverse ethnic and religious mix of service users.• To prepare and/or supervise the volunteer production of daily food packs and sandwiches for service users to take away after or with their main midday meal.• To prepare and/or supervise the preparation of hot drinks during the meal service. <p>Kitchen Hygiene</p> <ul style="list-style-type: none">• Kitchen hygiene standards must be kept in line with statutory food hygiene storage regulations and NOAH's policies.



	<ul style="list-style-type: none"> • All donated food to be received and stored at appropriate temperatures ensuring compliance with statutory food storage regulations • 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 • Supervise all kitchen staff and volunteers, ensuring compliance with all health and safety standards including those relating to the wearing of hygiene-protective clothing • Organise and motivate the kitchen staff team and volunteers including coordinating closely with the Cook and Catering Supervisor and wider NOAH Welfare team. • Manage and oversee the serving of the main midday meal and monitor and maintain the dining room areas. • To wash up all used Kitchen utensils and tidy the kitchen and dining room areas during after the meal service has finished.
General	<ul style="list-style-type: none"> • Advise Welfare Centre staff of any unacceptable service user behaviour in either the dining room or kitchen areas. • 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 Cook and Catering Supervisor. • Take responsibility for opening and closing the Centre when required. • Ensure the procedures for the safety and security of the Centre are strictly observed. • Either hold a current Food Hygiene certificate or be willing to complete within the first two weeks • Attend any meetings, seminars, training sessions as requested both on and off NOAH Enterprise premises.
NOAH policies and equal opportunities	All duties to be carried out in accordance with the policies and procedures of NOAH Enterprise, including the Equal Opportunities policy
Values and ethos	<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 truly 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. 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.

Updated April 2023