



Abbey Community Centre
222C Belsize Road, London NW6 4DJ
Telephone 020 7624 8378
hello@abbeycc-kilburn.org.uk

JOB DESCRIPTION

Job Title: Saturday Chef and Kitchen Lead at Abbey's Community Café

Responsible for: The efficient and successful coordination of the kitchen of 'Abbey's' our pop up community café.

Hours: Saturdays 9-3pm (with some flexibility)

Salary: Hourly rate £14 per hour (FTE £25,480)

Main Purpose:

Abbey's Saturday Community Café is a weekly pop up offering a friendly welcome and delicious food for all the community. Whether it is popping in for a cup of tea and a catch up through to enjoying a full three course meal Abbey's is the community place to be! In addition to the café (average weekly covers of 60) we run activities and pop up events during café hours.

The café offers low cost, healthy, vegetarian food. Most of the ingredients are sourced from supermarket surpluses through the Felix Project (www.thefelixproject.org) and from this the kitchen lead creates weekly specials. We also offer a small range of regular options on the menu.

This is an exciting and creative opportunity if you have a passion for food and enthused by making a difference in a diverse local community.

Main Duties:

- To creatively and resourcefully plan varied 'weekly specials' from supermarket surpluses and a small range of stocked goods
- To prepare and cook meals to a variable number of customers during the café session
- To be responsible for all kitchen health and safety, ensuring all hygiene standards are met (including temperature checking, record keeping and allergy information)
- To supervise a team of kitchen volunteers, allocating tasks and developing their skills
- To work in a safe manner at all times and ensure the volunteers are too
- To check equipment, fittings and fixtures and report faults as necessary
- To offer as required training to the volunteers



- To nurture positive relationships and to treat all staff, volunteers and members of the public with respect and dignity
- To create a positive atmosphere of collaboration and teamwork in the kitchen

Person Specification:

- Strong cooking skills including planning, preparation and presentation and ability to cook a wide range of dishes from a changing and unpredictable range of ingredients
- Strong team player, able to work in a collaborative way, sharing resources, skills and talents
- Being able to communicate in a clear and meaningful way in order to support collaboration and enable people to build on their skills and talents
- Strong time management, ability to work under pressure
- A positive output, being welcoming, calm and approachable in a busy kitchen
- An ability to pragmatically resolve challenges that may arise
- Ability to get to know people, without being intrusive, and to support them to identify goals and aspirations
- Ability to recognise own strengths and to share skills and talents with others
- Knowledge of food hygiene and health and safety
- Experience of cooking for a large number of people

Desirable

- Food Hygiene certificate (otherwise training can be provided)
- Previous kitchen or café experience
- Experience of menu planning
- Experience of working with volunteers

To apply please email your CV and a cover letter (maximum of two A4 sides) telling us why you want the job to jobs@abbeycc-kilburn.org.uk by **5pm, Wednesday 8th August**.

Please note interviews will be held on **Thursday 23rd August**. If you have not heard from us by Thursday 16th August you have unfortunately not been short listed on this occasion, we wish you the best of luck with your job search.