**BRISTOL HOSPITALITY NETWORK**

**JOB DESCRIPTION**

**Job Title**: Kitchen Coordinator*(this is a junior post so full training and additional support will be provided)*

**Salary**: £19,305 FTE (16 hours a week = actual annual salary of £8236.80) Real living wage

**Hours of Work**: 16 hours per week

**Contract:** 12 Month fixed term contract (extension may be possible funding dependent)

**Place of Work**: Easton Family Centre, BS5 0SQ

**Responsible to**: BHN Volunteer Manager

**Responsible for:** Managing the kitchen and cooking at BHN including volunteer coordination and training and chef duties.

**Purpose of Job:** This is a trainee role which we strongly encourage those with lived experience of destitution and/or the asylum system to apply for. The role will be to manage the kitchen on a Monday during the drop-in session and support the volunteers in the kitchen teams for a further day per week. As part of the role you will need to work with members to develop an exciting varied menu with a variety of foods from different countries. The role will include training of volunteers ensuring that food safety, hygiene and health & safety are adhered to and that our members develop their cooking and cleaning (employable) skills. You will work alongside the volunteer coordinator to ensure that relevant training is provided to all volunteers in the kitchen teams.

**Main tasks:**

1. **Kitchen Coordination**
   1. Provide ongoing on the job training and supervision for all volunteers in the kitchen teams
   2. Support members in developing skills in the kitchen: cooking, serving and cleaning
   3. Keep records of training conducted by volunteers in the kitchen
   4. Create different menus to reflect the diversity of people at BHN
   5. Ensure that the kitchen area and volunteers adhere to food safety and hygiene standards
2. **Member leadership development**

2.1. Develop the volunteers in the 3 BHN Kitchen teams: Cooking, Serving and cleaning

2.2. Train volunteers in cooking skills and BHN’s food hygiene processes & run other training sessions as required

2.3 Develop the confidence of member volunteers through involvement in the Kitchen teams (aim for 80% member volunteers across these teams)

1. **Other** 
   1. To work within the wider staff team of BHN, attend staff meetings and participate in training opportunities appropriate to the post.
   2. To promote equity, anti-oppression practice and the rights of asylum seekers and refugees
   3. To adhere to BHN’s mission, vision, values and objectives
   4. Be proactive in developing yourself via training provided
   5. Be comfortable to work with other people and understand the challenges that people from asylum seeking and refugee backgrounds face.
2. **Benefits**

4.1 Pension Contribution

4.2 Paid Annual Leave

4.3 Paid at the Real Living Wage and opportunities to progress a career in BHN