



## Job description

<b>Job title</b>	Sous Chef
<b>Contract</b>	Permanent
<b>Hours</b>	25 hours increasing to 40 hours in 2022
<b>Salary</b>	£27,000 pro rata
<b>Service setting</b>	Head Room Café, Golders Green

### Organisation

Head Room Café is a social enterprise by the mental health charity Jami which serves fresh, vibrant middle Eastern-inspired kosher food and drink. It is a community hub, bringing awareness, education and access to mental health support to the high street.

Jami is a mental health charity committed to providing practical and emotional support to the Jewish community, delivering services that educate, support and facilitate recovery.

Jami help people with mental illness build resilience, achieve their goals and have control over their life through Community Hubs and outreach; education and training; and bespoke recovery support plans.

### Job purpose

Effective running of the kitchen operations. You will be required to oversee all food preparation and delivery as expectations are achieved and maintained including:

- Accountability of the operational & financial control of all the kitchen
- Management of daily operations, kitchen costs and food preparation
- Controlling and directing the food preparation process
- Approving and polishing dishes before they reach the customer
- Managing and working closely with other Chefs of all levels
- Creating menu items, recipes and developing dishes ensuring variety and quality
- Determining food inventory needs, stocking and ordering
- Ultimately responsible for ensuring the kitchen meets all regulations including sanitary and food safety guidelines
- Being responsible for food hygiene practices
- Good understanding of seasonal produce
- Keep up to date with the latest cooking techniques and trends

### Key relationships

- Commercial Enterprise Manager
- Café Manager
- Catering Manager
- Kitchen Staff

### Training and Qualifications

Essential	Desirable
<ul style="list-style-type: none"><li>• Can maintain kosher requirements within all kitchen operations</li><li>• City of Guilds 706 1 / 2 or equivalent of</li><li>• NVQ Level 3</li><li>• Level 1,2 and 3 Food Safety Awards</li><li>• Level 2 Health and Safety in the Workplace Award</li><li>• Minimum 2 years relevant experience</li><li>• Awareness of manual handling techniques</li><li>• Awareness of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety</li><li>• Experience of kitchen equipment</li></ul>	

### Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Competent level of English spoken and written</li><li>• Ability to produce excellent high-quality food</li><li>• Good oral communication</li><li>• Team management skills</li><li>• High level of attention to detail</li><li>• Good level of numeracy</li></ul>	<ul style="list-style-type: none"><li>• Lived experience of mental health problems/ distress/ using mental health services.</li></ul>

<ul style="list-style-type: none"> <li>• Enthusiasm to develop your own skills and knowledge plus those around you</li> <li>• Adaptability to change and willingness to embrace new ideas and processes</li> <li>• Ability to work unsupervised and deliver quality work</li> <li>• Positive and approachable manner</li> <li>• Team player qualities</li> </ul>	
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### Flexibility

To deliver services effectively, a degree of flexibility is needed, and all post-holders may be required to perform work not specifically referred to above. Such duties will fall within the general scope of the job description. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties of the job.

### Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

### Equality and diversity

Jami are proud to be an equal opportunity workplace. We recognise and promote the positive value of diversity, equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

### Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorised person is a serious disciplinary offence.

For further details please contact **Andrea Kalmar** on 020 8458 2223 or email [andrea.kalmar@jamiuk.org](mailto:andrea.kalmar@jamiuk.org)

To apply for the role, please send your CV and covering letter to [recruitment@jamiuk.org](mailto:recruitment@jamiuk.org). Closing date for applications **30<sup>th</sup> November 2021**.