

Job description

Job title	Hub Cook
Contract	Permanent
Hours	Up to 18 hours
Salary	Up to £26,000 pro rata depending on experience
Service setting	Finchley

Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress in the Jewish community.

Since the start of the pandemic, demand for our services has grown exponentially. In 2021 we undertook a thorough review of the needs of the community, to develop a new strategy that will secure the Jewish community's mental health provision. The new strategy sets out a huge agenda for change in scale and provision, which will be developed over the next five years while we continue to run our diverse set of highly professional mental health services:

- Advice and advocacy
- Treatment and support
- Education and campaigning

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

Job Purpose

To be responsible for the running of the kosher kitchen at Jami hub, including food preparation, stock maintenance and food safety. Maintaining a welcoming and open environment for Jami service users.

Responsibilities

- Keep kitchen kosher and compliant with Kashrut
- Management of daily operations, kitchen costs and food preparation
- Fill urn and make sure tea/coffee/sugar supplies are refreshed
- Ensure tablecloths and tea towels are washed and ready for use
- Fill and empty dishwasher
- Make a 2-week healthy food plan for 10-15 people
- Determining food inventory needs, stocking and ordering
- Keep Daily/weekly worksheets
- Clean out fridge each week
- Take temperatures of fridge and freezers daily
- Ensure pantry is kept clean and tidy
- Responsible for ensuring the kitchen meets all regulations including sanitary and food safety guidelines
- Being responsible for food hygiene practices

Key relationships

- Jami Service users and volunteers
- Working as a member of the Community Support and Hubs team
- Working within a multi-disciplinary team including social workers, Occupational Therapists, Peer Support Workers and Centre Coordinators

Training and Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Level 2 Food Safety Awards• Level 2 Health and Safety in the Workplace Award• Minimum 1 year's relevant experience	

Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none">• Knowledge of keeping a Jewish Kitchen and Kashrut• Ability to work unsupervised and deliver quality work• Positive and approachable manner• Experience of kitchen equipment	<ul style="list-style-type: none">• Experience in a catering environment• Lived experience of mental health problems/ distress/ using mental health services.

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 unauthorized person is a serious disciplinary offence.

For further details please contact **Lauren Turk** on 020 8458 2223 or email **lauren.turk@jamiuk.org**.

To apply for the role, please send your CV and covering letter to **recruitment@jamiuk.org**. Closing date for applications **Wednesday 20th July**.