

Job Information Pack



This is the job information pack for the role of Kitchen Manager at The Feed



To apply please send your CV and cover note or video to gemma@thefeed.org.uk



We will need 2 satisfactory references which we will take up after interview. We will also get a DBS check done (an offence history is not necessarily a barrier to employment).



July						
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We are looking to recruit as soon as possible, so please send your CV in.

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27	28	29	30	31		

Interviews will be at the Norfolk Showground, if there are any days or times that you cannot make. please let us know when you send your CV.

ABOUT THE FEED



Through the power of food, our mission is to empower communities in Norwich, ensuring each and every person has the support to eat well, live well, and feel connected.

Everything we do works towards our vision of 'communities where everyone thrives'.



We are passionate about food and passionate about people, so we run cafés and a catering enterprise which produce delicious homemade food to generate much of our income.



We also operate a Social Supermarket that provides affordable groceries alongside our Community Café & Kitchen where we provide advice sessions, activities and workshops to support our members with issues relating to food inequality.



By providing safe spaces at the heart of the community and a holistic programme of projects and 1:1 support, we can reduce inequalities, raise aspirations, and create a shared culture of strength and kindness.



To find out more about what we do and how we run, you can look at our website and social media accounts.

OUR VALUES

Be **focused**

We will keep things simple. We will concentrate on doing a few things really well and communicating clearly

Be **energetic**

We are committed, dedicated, determined, purposeful and fun. We will not give up on achieving our vision and mission

Be **creative**

We dream big and learn from trying new things. We collaborate with other organisations who share our goals, locally and from further away. We are aspirational and inspire the people we work with to aim high

Make **people proud**

We take pride in our work and our products and want to be known for being the best. We celebrate our successes

Treat **people well**

We always prioritise equality and gain strength from diversity

Improve **our environment**

We seek to improve the local communities where we work and to make a positive impact on the environment

ABOUT THE KITCHEN MANAGER ROLE



The Kitchen Manager role is part of our busy catering team that provides delicious food to our lovely customers.



You will be preparing food from our simple but tasty menu – sandwiches, canapes, savouries.



With the Hub Manager you will be responsible for confirming orders with customers, answering customer queries and producing the Production Sheets for the following week.



Food safety is an important part of the role. Working with the Hub Manager you will ensure compliance with all food safety processes, systems and paperwork.



You will be responsible for stock – ensuring we have everything in stock that we require to meet our orders.



You will be supervising the kitchen team, ensuring food quality standards and deadlines are met.

PERSON SPECIFICATION – essential skills



Are you passionate about food? We cook all our food from scratch, previous kitchen experience is essential.



Are you comfortable working with numbers and computers? Coordinating the production of multiple orders, ensuring nothing gets missed! (Training will be given)



Are you a confident communicator? Do you pride yourself on customer service?



Are you tidy & organised? Working in a busy kitchen you will need to be!



Are you a team player? There will be times when overtime is available to cover holiday and sickness.



Are you kind, patient & approachable? One of our values is to 'Treat People Well'. This applies to our team, our customers and the people we support



At The Feed we take pride in our work and care about exceeding expectations whenever possible. This is a quality we look for in our employees.

TERMS & CONDITIONS



This position is a permanent, full-time role, working 37.5 hours a week.



The hours for this role are Tuesday – Saturday, shifts are 7 am–3 pm.



The salary for this role is £28,000 a year. Your salary will be paid monthly in arrears



The location for this vacancy is at the Norfolk Showground, Norwich NR5 0TT.



The holiday allowance is 28 days (including bank holidays)



After passing your 3 month probation period The Feed will contribute 3% of the salary value into a pension. We also provide our staff with hot lunches.