



DYNAMIC Centre for Children and Young People with Disabilities

Company Limited by Guarantee 4839002
Registered Charity Number: 1102954

Job Description

JOB TITLE:	Afterschool Group Cook/ Kitchen Assistant
SALARY:	£10.13 per hour (Age 23+) £9.70 (Age 21-22) £9.20 (Age 18-20)
HOURS:	16 hrs per week term time only, temporary position** (2:00pm - 5:30pm Monday, 2:30pm - 5:30pm Tuesday, 2:30pm - 5:30pm Wednesday, 2:30pm - 5:30pm Thursday and 2:00pm - 5:30pm Friday) <i>**Charity is initially looking for someone to cover until the 2022 Summer Holidays but could extend</i>
EMPLOYER:	Dynamic Centre for Children and Young People with Disabilities
REPORTING TO:	Charity Manager
LOCATION:	Wrexham

Main Purpose of the role:

To provide nutritious/ healthy balanced meals and snacks for the children and young people within afterschool groups and to take responsibility for the shopping, preparation, presentation and serving of all meals to an exceptional standard and associated cleaning duties.

Actively assist in ensuring a five-star food hygiene rating is maintained and all checks are carried out properly and are evidenced as per Food Standards Agency requirements.

This post is subject to an Enhanced DBS and barred list check for child and adult workforce and a degree of flexibility may be required to meet the needs of the child or young person and/or the service.

Main Responsibilities:

- Provide up to date supporting management information regarding stock control, expenditure on food, staffing and income to support financial forecasts prepared by the Charity Manager, Deputy Charity Manager and Treasurer.
- Administer and facilitate all aspects of food and beverage production and cleaning processes required for afterschool groups.
- Plan a cycle of menus to ensure that nutritional content meets the recommended guidelines and that the variety offered is attractive to children and young people

taking into account budget constraints and individual dietary or allergy/food intolerance requirements.

- Lead and provide catering for charity events external to the charity as appropriate e.g. AGM.
- Administer appropriate returns and records, including stock control and ordering.
- Complete shopping duties to ensure that sufficient stocks are always available for meals and snacks to be produced.
- Manage and review shopping purchases to ensure that the charity receives best value.
- Maintain equipment and facilities ensuring that high standards hygiene and presentation are in place at all times to activity assist in the maintenance of a five-star food hygiene rating.
- Be responsible for maintaining hygiene standards and complying with health and safety regulations at all times.
- Ensure that correct working practices by any individual within the designated food areas are carried out in line with health and safety policy and hygiene legislation as well as charity policy.
- Be the lead for the implementation and completion of the Food Standards Agency (FSA) framework/ paperwork.
- Be fully conversant with Hazard Analysis and Critical Control Point (HACCP), its implementation and critical control point procedures; operate a system of stock control as an aid to purchasing and budget monitoring and control.
- Produce information for the Charity Manager, Deputy Charity Manager and Treasurer as required.

This list is not exhaustive, and you may be tasked to do other things commensurate with the grade of the post by the Charity Manager or Trustees.



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Person Specification – Afterschool Group Cook/ Kitchen Assistant

2.1 Qualifications	Essential	Desirable
CIEH Level 2 in Food Safety in Catering or equivalent	✓	
City and Guilds 706/1 and 706/2 and/or NVQ Level 3 in Catering or equivalent		✓
GCSE/ Essential Skills or equivalent in English and Mathematics		✓
ECDL (European Computer Driving License) or equivalent IT skills		✓
Microsoft Office experience including Outlook Word, Excel, PowerPoint and Publisher		✓
2.2 Experience		
Experience within a catering environment	✓	
Experience of working with nutritional standards for schools, care homes, health setting etc.		✓
Experience of dealing with external contractors and ordering procedures		✓
Experience of managing own workload with the ability to determine those tasks that are urgent and require immediate action	✓	
Experience of working in a team setting	✓	
Experience of planning, organising and completing administrative tasks and keeping accurate records	✓	
2.3 Skills / Abilities		
Clear communicator with excellent writing, data entry and presentation skills; capable of constructing and delivering clear information/ instructions to a wide range of people	✓	
Able to work in a busy working environment with the ability to multi-task using own initiative	✓	
Escalating problems or issues at an early stage to ensure they remain in control	✓	
Flexible approach to role, commitment and ability to learn new skills	✓	
Able to demonstrate flair and imagination in food preparation, production and presentation	✓	

2.4 Personal	Essential	Desirable
Show a commitment to Dynamic towards its vision, aims and values and within established policies and procedures	✓	
Knowledge of childhood/ adolescence disability		✓
Knowledge of the charitable/ voluntary/ Third Sector		✓
Commitment to lifelong learning and continuous professional development	✓	
Have willingness to attend functions out of contracted hours and to travel if required	✓	
Empathy with the Welsh Language	✓	
Ability to speak and read wels		✓