



## Assistant Chef

### Application Pack

'The land of milk and honey' is a place described in books of old as a rich place of abundance. A land where good things grow and there is enough for everybody.

Slap-bang in the heart of the Universities campus' on Oxford Road, Milk & Honey café keeps this imagination at the heart of things - bringing all the good stuff abundant in our fine city under one roof. We also serve up proper coffee, cracking brews and cockle-warming, freshly cooked plant-based food that sees the good folk of Manchester heading off with happy bellies and the warm glow of knowing they've been part of something good.

St Peter's House Chaplaincy (a registered charity) is home to the Christian Chaplaincy for The University of Manchester, Manchester Metropolitan University, RNCM and the University of Law. Milk & Honey is operated by St Peter's House as a social enterprise, so profits generated are reinvested into the community, and we work with a wide range of volunteers who have all become part of the Milk & Honey story. We also have a small but vibrant staff team, and are now looking for some new folk to come and join us as we move our work into whatever the future may bring, post-covid.

- We are now seeking to appoint an experienced **assistant chef** who will work alongside our Head Chef to prepare and serve our delicious daily breakfast and lunch menu. They should also be able to lead a diverse team of volunteers in an atmosphere that is welcoming, relaxed and friendly.

**How to apply:** Please read the attached role profile and person specification, then email your CV (including references) and a covering letter telling us why you think you'd be perfect for the role to: [jobs@stpeters.org.uk](mailto:jobs@stpeters.org.uk)

**The deadline for applications is 10<sup>th</sup> February. We will email on that day to let you know if we'd like you to come in for an interview and trial shift.** Interviews will be on 15<sup>th</sup>/16<sup>th</sup> February.

We hope that if your interview and trial shift are successful you will be able to begin in role soon after.

Hannah Skinner  
Director of Engagement and Development, St Peter's House.

## **Role Profile: Assistant Chef at Milk & Honey café**

The Assistant Chef at Milk & Honey café will fill an important role within our team: able to prepare food to a high standard, lead and support a team of volunteers and work as part of a supportive team.

### **Key responsibilities:**

1. To prepare consistently excellent plant-based food for service, following specifications and recipes alongside our Head Chef.
2. To oversee and supervise volunteers in the kitchen, working with a diverse group of people with varying abilities and needs.
3. To teach volunteers new skills required to perform their roles.
4. To assist the Head Chef with ordering and menu planning.
5. To cover all duties normally assigned to the Head Chef in their absence.
6. To support and develop Milk & Honey projects that further the objectives of St Peter's House, and add value to the volunteer experience.
7. To ensure that health & safety and all other legal requirements are met.
8. To complete all relevant documentation and recording of data for HACCP (food safety) and accurate allergen reporting.
9. Immediate reporting of any concerns or problems to the Head Chef and/or Café Manager. This would include any issues that may arise in the café, maintenance or function of equipment, or challenges with the volunteer team.
10. Additional duties and hours as agreed in advance with the Head Chef and the Director of Development and Engagement.

**Day-to-day supervision provided by the Head Chef, with Line-management provided by the Director of Engagement and Development and annual performance reviews.**

### **Person Specification**

1. A welcoming, warm community minded person who enjoys working as part of a team.
2. A commitment to the ethos and values of Milk & Honey café, including our commitment to sustainability and food as a tool for good.
3. Previous experience in Assistant Chef, Kitchen Assistant or food preparation roles. This could be in paid roles, or in a community/voluntary context.

4. Experience of working with volunteers — and/or volunteering themselves.
5. Level 2 Food Safety Training.
6. An understanding of and sympathy to the charitable goals and objectives of Milk & Honey, as well as St Peter's House more widely. Someone committed to upholding our ethos and values — for example; environmental concerns, supporting local business, developing and supporting individuals through volunteering opportunities.
7. Clear and engaging communicator, both in groups and on a one-to-one basis with excellent listening skills.
8. Well-organised with the ability to plan ahead, focus on the important and meet deadlines.
9. Flexibility, with additional capacity to develop the role by bringing their own skills and gifts.
10. A desire and the ability to release control, to delegate and resource teams of people. Someone who will delight in other people's success
11. Openness to change.
12. A flexible and mature person with an ability to connect appropriately across a diverse spectrum of individuals, team members and groups.
13. Awareness of own strengths and weaknesses and the humility to learn from colleagues.
14. IT competence is essential.
15. Sense of humour and capacity to rejoice in and enjoy life, whilst managing work and other commitments.

(NB. Neither the Role Profile or the Person Specification form part of the Contract of Employment.)

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<b>Salary:</b>	£11,400. (FTE £18,050)
<b>Hours:</b>	24 hrs per week, to be spread over 4 days.
<b>Holiday:</b>	Four weeks plus bank holidays
<b>Place of Work:</b>	Milk & Honey café, St Peter's House.
<b>Reports to:</b>	Director of Engagement and Developmen