

**LEICESTER YMCA
JOB DESCRIPTION**

Department/Site:	Aylestone Centre, Belvoir Drive, Leicester
Job Title:	Cook
Rate of Pay:	£6.90 per hour

Section A:	Basic objectives of the post
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- To prepare and serve food to 34 young people aged 16-25 living at the YMCA Aylestone Project
- To provide a varied and healthy menu reflecting cultural, ethnic and religious difference
- To be responsible for all aspects of food hygiene and food preparation.
- To be responsible for all food purchase and safe storage
- To be responsible for cleaning the project kitchen ensuring all food preparation areas, utensils, cupboards and floors and white goods are kept to a high standard.

Section B	Reporting To:
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Name: Ram Raikundal

Job Title: Housing Manager

Section C:	Background Information for the Post
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This post was created in October 02 as part of Leicester YMCA's ongoing development and commitment to providing supported accommodation to young single homeless people aged 16-25. As the Cook you will be required to provide 5 evening meals a week Monday – Friday, design a weekly menu, be responsible for all related food purchases and the hygienic standard of the food preparation areas.

Section D:	Staff Supervised
	Please state the number, grades and designation(s) of staff supervised and indicate if part time (If appropriate attach organisational chart).

None

Section E:	Duties and Responsibilities / Functional Links
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1. Main Duties:	Please describe main duties and responsibilities
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1. To plan, prepare and serve daily meals to 34 young people aged 16-25
2. To be responsible for all aspects of food hygiene and the safe storage of food
3. To be responsible for preparing menu plan
4. To be responsible for stock rotation ensuring all stock is within its sell by date
5. To be responsible for routine cleaning in relation to the kitchen area
6. To ensure all work surfaces, floors, cupboards and utensils are kept to a high standard
7. To be responsible for the purchase of all food stocks
8. To be responsible for ensuring stock levels are kept up to date
9. To carry out any other duties that are relevant to the post and arise from time to time.
10. Equal Opportunities / Value Diversity

To work towards actively and positively promoting the Equal Opportunities /Valuing Diversity Policy of Leicester YMCA.

To advance the YMCA ideology of the equal value of all persons.

To appropriately challenge anyone who infringes upon the Equal Opportunities / Valuing Diversity Policy, and if necessary to refer the matter to the appropriate Line Manager.

11. Health & Safety

As far as is practicable you are responsible for adhering to the Health and Safety requirements and shall not place yourself or any other member of staff or volunteer or any other person in danger whilst at work. This is of particular importance as you will be working within a kitchen environment.

You should not interfere with or misuse any equipment provided for your use either contrary to any training you have received or any instructions given with the equipment in the interests of health and safety.

The Association shall not be liable for any loss or injury caused by any such interference or misuse.

12. Tobacco & Health Policy

The post holder will be expected to comply with the legal requirements of the Smoke Free legislation and Leicester YMCAs Smoke Free Policy.

13. Code of Conduct Policy

To abide by Leicester YMCA's Code of Conduct Policy.

2. Functional links:	Please list the most important contacts necessary to carry out the job. (i.e.: with other service providers, social services, etc.)
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Housing Manager, Senior Residents Community Worker, Intensive Support Worker, Residents Community Workers & Education Workers

Section F:	Other relevant matters This section should be used to record any other important points about the job
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Section G:	Signatures - Job description discussed and agreed
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Approved by Line Manager:

Date:

**LEICESTER YMCA
PERSON SPECIFICATION**

Department/Site:	Aylestone Centre, Belvoir Drive, Leicester
Job Title:	Cook

	Criteria (applicants should provide evidence of their ability to meet the following in the application forms)	Met ✓ Not met x	Evidence
1.	Commitment to the Organisation Must be willing to work within the Christian aims and purposes of the YMCA.		
2.	Communicating & Influencing Ability to communicate with a diverse range of people Confidence and ability to deal with difficult situations		
3.	Customer Focus A commitment to providing good customer service Confident and friendly manner Experience of working with homeless people or in a similar environment		
4.	Embracing Change The ability to work with a variety of customers		
5.	Equality & Diversity An understanding of equal opportunities/valuing diversity policy and the ability to implement such a policy in all aspects of the work.		
6.	Leadership Ability to lead by example and treat people fairly and consistently		
7.	Team Working The ability to work as part of a team		
8.	Working Efficiently and Effectively The ability to work to timescales under pressure To ensure menu produced remains within allocated budget		
9.	Working within Legal Framework An understanding of Health & Safety issues and the ability to implement this within the workplace		
10	Job Specific Basic Food Hygiene Certificate (essential) Catering (desirable) Experience of working in a catering environment running a busy kitchen		

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Name of Interview Panel Member:	
Signature of Interview Panel Member:	
Date:	
Recommendation:	

**LEICESTER YMCA
TERMS AND CONDITIONS**

Department/Site:	Aylestone Centre, Belvoir Drive, Leicester
Job Title:	Cook (fixed term contract for 3 months)

1. Rate of pay:
£6.90 per hour
2. Hours of work:
15 hours per week
Monday to Friday, 4.30pm – 7.30pm
3. Leave entitlement
4 weeks (pro rata) plus 8 bank holidays
4. Sick pay provision:

3 mths - under 1 yrs service	1 weeks
1 yrs - under 2 yrs service	2 weeks
2yrs - under 4yrs service	6 weeks
4 yrs - under 6yrs service	8 weeks
Over 6yrs service	10 weeks
5. Superannuation entitlement:
Eligible to be a member of the Leicester YMCA pension and life assurance plan.
6. Period of termination notice offered and required:
Two weeks during initial six month probation period, thereafter one calendar month.
7. Conditions of appointment:
The appointment is subject to Leicester YMCA receiving two satisfactory references, and a satisfactory criminal background check.
8. Removal Expenses and disturbance allowance are not payable.
9. Inservice Training:
Time is allowed of for in service training and budgetary provision is made for this.