



## Assistant Chef Tutor

<b>Salary:</b>	£29,994 pro rata (actual salary based on 30 hours: £25,709) plus 5% employer pension contribution
<b>Contract:</b>	Permanent
<b>Location:</b>	Share Clapham Junction, 64 Altenburg Gardens, London SW11 1JL
<b>Hours:</b>	30 or 35 hours per week, Monday – Friday
<b>Annual Leave:</b>	28 days per year (increasing by one day per year until you reach a maximum of 33)

### The role

We're looking for an Assistant Chef Tutor who loves food and gets a buzz out of developing people's catering skills. You'll have worked in the catering and hospitality industry and will be confident assisting with the preparation and cooking of meals for around 40 people. This is a job with sociable working hours, Monday to Friday with no weekend or evening work. You'll work with a friendly team and help our students learn valuable skills in the kitchen. The position would suit an aspiring Sous Chef or someone with experience of cooking in a professional capacity who is looking for a job that offers the opportunity to make a meaningful, tangible difference through their work.

Share is a lively learning centre working with adults with a learning disability and autistic adults. Many thrive and succeed in a catering environment – our catering project is one of our most successful and popular projects because people get real results, every day. This programme teaches learners to develop skills, confidence and practical skills. Classes run from 10am – 4pm each day, apart from Tuesdays where they start at 11am. Each session produces lunch for Share's students and staff. Our focus is on healthy eating and options to cater for different dietary needs. The catering team deliver accredited (CIEH) and non-accredited catering sessions throughout the year. Experience of working with disabled adults would be desirable, but not essential.

### About us

Share is a registered charity and a centre for training and wellbeing. We provide a range of programmes empowering adults with a learning disability, autistic adults, and adults with other support needs to live happier, healthier, and more independent lives. Our vision is a world where disabled people are fully included in society, living the life they choose, and we need talented people to help us make that happen.

We are accredited by the National Autistic Society, and we hold Investors in People – Gold. We celebrate diversity and we value kindness and care for others alongside working to very high professional standards.

### Job Description

You will:

- Work with the Chef Trainer and students to provide meals for students and colleagues at Share, five days a week as part of the training output, and assist with managing the lunch delivery alongside our lunchtime activities leaders
- Ensure the catering project and canteen maintain excellent levels of cleanliness, maintain our five-star Food-Hygiene rating, and promote high standards of hygiene, recycling, and healthy eating habits

- To assist the Chef Trainer to teach commercial catering skills to adults who have a range of learning disabilities, physical disabilities, autism and/or mental health needs
- To facilitate our catering projects when the Chef Trainer is absent and lead the delivery of our catering project
- To enable learners to achieve CIEH Food Safety qualifications
- To support learners to build portfolios of experience and achievements
- To record and collate evidence of students work to demonstrate skills and experience
- To produce and update risk assessments to ensure a safe work environment for students and staff in the catering kitchen
- Set up, plan and lead afternoon activities
- In accordance with Share policies and guidelines, maintain course and learner records; carry out tracking and monitoring of learner performance, and provide information as required to Share's management and/or wellbeing team
- Assist in ensuring all student registrations, learner outcomes and completions are recorded and available to monitor by the Senior Training Manager
- Ensure course materials and resources are appropriate for delivery, using adapted equipment and digital tools when needed
- Assist in implementing good practice in respect of Share Community Equal Opportunities, Health and Safety, Safeguarding, GDPR and Data Protection policies
- To undertake other duties as may reasonably be required by your line manager to fulfil the organisation's needs

## Person Specification

We are looking for somebody who:

- Has experience in the catering or hospitality industries
- Is innovative and creative with menus – confident in the preparation of healthy, meat, vegan, and vegetarian recipes
- Is a competent user of MS Office or online Office work-based tools, or willing to learn
- Has reasonable literacy and numeracy skills
- Has the ability to motivate and support learners
- Has excellent interpersonal skills and the ability to relate positively and in a non-discriminatory way to disabled people from a range of backgrounds and communities
- Is reliable, trustworthy, and with good time management
- A commitment to continued personal development
- Has personal flexibility and the ability to work in a way that is adaptable and focused on the needs of each individual student

## How to apply

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience.

Please apply through our website or send us your CV and cover letter answering the following questions:

1. Tell us about your experience in catering, and how you feel this prepared you for the Assistant Chef Tutor role?
2. Tell us what skills you feel are most important for individuals who want to pursue a career in catering, and why.
3. Tell us about a time you overcame a challenge, and what you learned from the experience.

If you would like to have a chat about the role or visit us prior to applying, please contact us at [hadmin@sharecommunity.org.uk](mailto:hadmin@sharecommunity.org.uk).

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please call us on 0207 924 2949.

Our privacy policy for job applicants can be found on our website.

We look forward to receiving your application.

