



<b>Salary:</b>	£24,345 pro rata plus 5% pension contribution
<b>Contract:</b>	Permanent
<b>Location:</b>	64 Altenburg Gardens, London SW11 1JL,
<b>Hours:</b>	35 hours per week, Monday – Friday
<b>Annual Leave:</b>	25 days per year (increasing by one day per year until you reach a maximum of 30)

We're looking for an Assistant Chef 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 you'll assist with the preparation and cooking of meals for around 40 people. This is a job with sociable working hours, a friendly team, and plenty of benefits. 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 mainly with people who have learning disabilities and/or autism. 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 at our centre in Clapham Junction. Each session produces lunch for the rest of the people attending the centre. 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

At Share, we are passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. The majority of our students/learners are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities. We won the prestigious Employer of the Year award at the Wandsworth Business Awards 2019. We also hold the Investors in People gold accreditation and we are accredited by the National Autistic Society.

## Main responsibilities

- 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
- Ensure the catering project and canteen maintain excellent levels of cleanliness, maintain our five star 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 substitute for the Chef Trainer when absent
- To enable learners to achieve CIEH Food Safety qualifications
- To support learners to build portfolios of experience and achievements
- Work and liaise with other members of the Share staff team
- Carry out under direction of the Chef Trainer, administrative tasks related to the project or course in a timely manner
- 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 Head of Training

- 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 recent 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 continue 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 actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

Please send us your CV and a cover letter. In your letter, please tell us:

- About your experience in catering, and how you feel this prepared you for the Assistant Chef role?
- About your achievements - what are you most proud of in your career to date and why?
- About anything else that is relevant to this role at Share.

Please send us your CV and cover letter to [hadmin@sharecommunity.org.uk](mailto:hadmin@sharecommunity.org.uk).

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team 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 contact us on 020 7924 2949.**

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>.

We look forward to receiving your application.

