



AMURT UK

Reg Charity 327216

3a Cazenove Rd., London N16 6PA

Job Description

Job Title	Kitchen Supervisor (PM)
Reporting To	London Programme Manager
Conditions of Service	5 hours per week, every Thursday afternoon from 1:00 PM until 6:00 PM. The position will have a 1-month trial period.
Location	3A Cazenove Road, N16 6PA London
Remuneration	£12 per hour

About the organisation:

AMURT UK is a grassroots disaster relief and community development organisation. We work with local communities to relieve the immediate suffering of those affected by disaster and crises and help them move on with their lives through community building activities.

In the UK, AMURT currently implements homeless feeding programmes in London and Liverpool and operates the Food for All health food shop and herbal dispensary, a trading company that donates its profits back to AMURT UK.

We also partner with AMURT chapters internationally that respond to specific needs and challenges in their local areas.

For many years AMURT has been running the London Feeding Programme for the homeless and others facing food poverty and is now recruiting a Kitchen Supervisor to manage the cooking activity and food preparation volunteers in Stoke Newington (London) every Thursday afternoon.

Job Purpose

- Ensure that the required amount of healthy, tasty meals are prepared safely and timely every Thursday afternoon for the London Feeding Programme and partners.
- Responsible for overseeing the volunteers who participate in the cooking, ensuring that volunteers are engaged, know what their tasks are and can contribute according to their capacity.
- Provide stability and continuity in the quality of our meal service for those in need in our community.

Duties and Responsibilities

Coordinate and oversee the cooking session

- Decide on the menu according to the available ingredients.
- Perform or delegate the preparation of key dishes: rice/other, pulse dish (dahl/bean stew), vegetable stew and, when possible (given the available ingredients and hands on deck), roasted vegetables and/or salad. *The pulse dish (dahl) is usually already prepared by the morning food prep. team, but in special circumstances may be required of the PM kitchen supervisor to take care of.*
- Coordinate and oversee the serving/packing of the meals.
- Supervise proper cleaning and tidying of all utensils and the whole kitchen area.
- Ensure that all waste is disposed of appropriately.
- Keep track of the timings of the cooking session, by when what needs to be done.

Supervise kitchen volunteers

- Provide kitchen safety & hygiene briefing at the beginning of each session.
- Welcome new kitchen volunteers to the team.
- Give proper instruction and guidance to volunteers on food prep. tasks such as cleaning and chopping vegetables (incl. basic knife training, hygiene, kitchen safety, etc.)
- Ensure that volunteers are engaged, are given opportunity to learn and take on extra responsibilities if they so desire and may contribute according to their capacity – this includes giving them breaks when possible!
- Give feedback to the Volunteer Coordinator about specific capabilities, needs or challenges regarding individual volunteers and work out solutions together.

Note and communicate shopping/maintenance needs

- Notify the Programme Manager and/or Logistics Coordinator of any ingredients that are about to (or already have) run out and need to be acquired for the following week.
- Submit such requests in a timely fashion before Tuesday every week.
- Notify the Programme Manager of any equipment that is faulty and needs repairing or replacement.

Qualifications

Education	<ul style="list-style-type: none"> ● Formal kitchen training is a plus, but not essential ● Food Hygiene & Safety training, level 3 certification will be needed, but can also be provided by AMURT UK
Experience	<ul style="list-style-type: none"> ● Ability to cook tasty, vegan food. ● Knowledge about or interest in learning about cooking according to the yogic diet (vegetarian, no alliums, no mushrooms) <p style="margin-left: 20px;">Desirable, but not essential:</p> <ul style="list-style-type: none"> ● Experience coordinating and/or managing people ● Experience cooking for many people

Skills/ knowledge	<ul style="list-style-type: none"> ● Excellent cooking skills ● Ability to coordinate simultaneous activities and roles Desirable: <ul style="list-style-type: none"> ● Food Hygiene & Safety (<i>certified training can also be provided</i>)
Abilities	<ul style="list-style-type: none"> ● Works well within a team ● Can work independently as needed ● Works well and keeps calm under pressure and meets deadlines ● Can think and act strategically ● Can make people feel included and motivated
Qualities	<ul style="list-style-type: none"> ● Confident with giving others instruction and commanding authority ● Approachable and caring ● Ability to adapt and react quickly ● Determined and committed to high quality standards
Attitude and Approach	<ul style="list-style-type: none"> ● Creative and proactive with a solution-oriented approach ● Positive, uses initiative and works as a team member of AMURT ● Sensitive, respectful and committed to equality and social inclusion ● Sets an example to volunteers and other staff members ● Willingness to improve own knowledge and skills by participating actively in training sessions and capacity building activities ● Understanding and supportive of AMURT's vision and ethos
Personal Circumstances	<ul style="list-style-type: none"> ● Able to commit to being available every Thursday, and notifying well in advance the dates when a substitute may be required.
Ability to work	<ul style="list-style-type: none"> ● Existing Right to Work in the UK

Working Conditions

The Kitchen Supervisor is required to work the above mentioned hours, under the supervision and guidance of the Programme Manager.