

**Othona Community – Bradwell**

**Person Specification for Community Co-ordinator – Catering/Cook.**

|                                    | Essential   | Desirable  |
|------------------------------------|---|--|
| Personal attributes and abilities. | <ul style="list-style-type: none"> <li>• Able to relate well to people of all ages and abilities.</li> <li>• Having the physical ability to work in a large kitchen environment involving essential moving and handling of loads.</li> <li>• Able to work well under pressure, to timescales.</li> <li>• A commitment to the Christian ethos of the centre, with a non-dogmatic approach to people of all faiths or none</li> </ul> | <ul style="list-style-type: none"> <li>• Committed Christian.</li> <li>• Ability to relate in a supportive manner to people under some degree of distress.</li> <li>• Flexible, to take on a range of tasks and responsibilities within the Community to ensure the Centre's small staff work together and give one another the support, and the space they all need.</li> </ul> |
| Skills                             | <ul style="list-style-type: none"> <li>• Planning, organising, catering, co-ordinating and delivering a varied weekly menu for people staying.</li> <li>• Cooking homely meals for small or large groups.</li> <li>• Ability to co-ordinate a small team of staff and volunteers in the kitchen, to prepare meals to a deadline.</li> <li>• Able to drive and holding a current British or EU Driving Licence.</li> </ul>           | <ul style="list-style-type: none"> <li>• Working with people in a community setting.</li> </ul>  |
| Knowledge                          | <ul style="list-style-type: none"> <li>• Knowledge or evidenced ability to learn how to plan and deliver a varied menu offering 3 balanced and enjoyable meals a day.</li> <li>• Knowledge of different dietary requirements.</li> </ul>  | <ul style="list-style-type: none"> <li>• Some knowledge of nutrition and healthy eating.</li> <li>• Some knowledge of managing a budget.</li> </ul>  |
| Education                          | <ul style="list-style-type: none"> <li>• Good basic education; ability to read and amend recipes for varying numbers of people, and calculate varying proportions of ingredients.</li> <li>• Hold the Basic Food Hygiene Certificate or have the ability to take the necessary one-day course.</li> </ul>   | <ul style="list-style-type: none"> <li>• Cooking, catering and/or higher level Food Hygiene, Health and Safety or other relevant training.</li> <li>• First Aid Certificate.</li> </ul>  |
| Experience                         | <ul style="list-style-type: none"> <li>• Paid, voluntary or good home experience of cooking for small and large groups of people.</li> </ul>  | <ul style="list-style-type: none"> <li>• Working in a team of staff or volunteers.</li> <li>• Living or working in a Community setting.</li> </ul>   |