**The Forward Trust Job Description**

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| **Position Title** | **Chef** | **Reports to** | **Café Manager, The Brink** |
| **Location: The Brink, Liverpool** | |  |  |

# Introducing Forward Trust

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

# Role/Team Overview

**The Brink Café** is looking for a full time Chef at Sous Chef level to create fresh, healthy, homemade food. The successful candidate will be able to work alone in the kitchen, have excellent organisation and time keeping skills to be able to prep, run service and clean down to a high standard. They would be responsible for the supervision of volunteers in the kitchen and oversee their kitchen learning and training. They would also need to have a good knowledge of food hygiene standards, be confident to fill out all necessary paperwork and carry out kitchen checks.

**The Brink** Liverpool is part of Forward Trusts portfolio of services which operate across the UK. Having had to shut the Brink café due to Covid in March 2020 we have since been able to secure funding to reopen The Brink Café. This is a long-term commitment. There is nowhere else quite like the Brink, our expectation is that The Brink Café will grow and develop under Forward Trust whilst continuing to serve a flourishing and established recovery community which links seamlessly with the general public as paying customers.

**The Brink** is based in Liverpool’s city centre and was set up in 2011, The Brink Café which is based in The Brink is an award-winning dry café bar, the first of its kind in the UK. The Brink is a wholly owned subsidiary of Forward Trust. As well as offering healthy homemade fresh food and many varieties of non-alcoholic drinks (including mocktails and smoothies), the venue offers an opportunity for individuals with addiction problems a discrete way of seeking help. Many people are unwilling to seek treatment at less discrete addiction services, but we find they are willing to speak to trained staff about their concerns in a more informal environment. Many of the staff who have worked at the Brink were in recovery themselves, and some have been through the programmes we offer in Liverpool.

The Brink is a well-known and well-regarded central HUB which boasts an entertainment venue and space, offering activities such as open mic nights, film clubs, comedy, afternoon teas, holistic therapies and food workshops

# Accountabilities

**Main Purpose of the Role**

Preparing food for sale in the café and for events

## Main Duties

* Preparing food orders for the café in a timely manner and to a high quality and standard whilst ensuring standard portions
* Maintain a happy and customer focused environment
* Making sure customers have everything they need and have a good experience
* Cleaning down all kitchen items, surfaces, equipment and floor – making sure the kitchen is presentable at all times
* Following the opening, closing and cleaning procedures
* Ordering stock and maintaining stock levels, doing inventory and following the café budget
* Preparing the kitchen for service – making sure there is enough stock for all dishes on the menu, all prep done for the day and the week ahead, clean plates are available
* Maintaining HACCAP records, rotating stock, date labelling all food items and keeping a high standard of food hygiene at all times
* Liaising with the front of house team so that orders are taken out correct and promptly
* Taking instruction from FOH Supervisors and Managers as per the needs of the business.
* Supervising in the kitchen and overseeing the training of volunteers in the kitchen
* Keep up to date with product/ menu knowledge
* Promoting Brink services, activities and events eg Relapse Prevention, Meditation and functions
* Bring suggestions to improve FOH, food quality, menu to supervisors and managers
* Support customers who may be looking for treatment by giving information and introducing to treatment staff
* Work with volunteers to share skills and knowledge

**General Duties**

* Comply with codes of practice, policies and procedures
* Take action to reduce health and safety risks
* Work in harmony with the Charity’s values
* Respect others and value diversity
* Continuously develop knowledge, learning, skill and practice
* Continuously improve service delivery
* Perform other reasonable duties as may be required from time to time

**Special Conditions**

Flexible to work any shifts - including evenings and weekends.

Attend functions, events or deliver catering for needs of the business.

Attend training as directed

# Role Criteria

**Below is a list of the criteria required to apply for this role; please address each of these points in your application.**

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| **Criteria Requirement** | |
| **E** | **Essential Criteria** |
| **D** | **Desirable Criteria** |
| **Criteria Measure** | |
| **A** | **Application** |
| **I** | **Interview** |
| **T** | **Test** |

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| **Knowledge, Skills and Experience** |  |  |
| Previous chef experience is essential along with the ability to manage a small kitchen alone | E | A |
| Ability to respect others and value diversity | E | I |
| Be dedicated to ensuring excellent customer service, with a positive can-do attitude | E | I |
| Be in tune with the ethos and rationale of the Brink | E | I |
| Ability to continuously develop knowledge, learning, skill and practice | E | I |
| Comply with codes of practice, policies and procedures | E | I |
| **Personal Attributes** |  |  |
| **Proactivity** – Quick thinking with a high level use of initiative | E | I |
| **Resilience** – Solves problems, takes learning on board from mistakes to aid personal and professional growth | E | I |
| **Adaptability** – Can work in fast-paced changing environments | E | I |
| **Confidence** – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely | E | I |
| **Team Work** – Works in harmony with colleagues to deliver results | E | I |
| **Open to Feedback** - Open to constructive feedback in order to further develop | E | I |
| **Innovative –** Continually searching for better ways of working | E | I |
| **Qualifications** |  |  |
| GCSEs (or equivalent) in English and Maths at Grade C or above – desirable but not essential | D | A |
| Qualification in hospitality and catering - desirable but not essential | D | A |