



Head Cook

Phase One

Job Details

Ref: 137

12 Month Fixed Term Contract

Brighton Housing Trust

BHT is a charity and a registered housing association working in Brighton and Hove, Eastbourne, Hastings and other parts of Sussex.

BHT's Mission is to combat homelessness, create opportunities, and promote change and aims to achieve this Mission through a network of interlinked projects. By providing direct, practical services combined with a commitment to challenge the causes of poverty and inequality, we hope to achieve a supportive structure which men and women can use in a variety of ways to improve the quality of their lives.

For more information please see BHT's website www.bht.org.uk.

Project/Department Summary

The Phase One Project is a 52-bed supported housing project providing a high level of support to our clients. The project provides a high standard of accommodation within a grade II listed building. The accommodation is comprised of four adjoining town houses containing 43 units of half board accommodation and two pre-tenancy flats containing 9 self-catering units.

The client group is referred to the project by the Housing Options Team of Brighton and Hove City Council. All clients have high support needs and the work is focussed on providing safe, secure accommodation while addressing each resident's individual support needs and supporting clients towards move on. The project operates a harm minimisation approach that includes supporting and encouraging clients towards abstinence.

Job Summary

The Project cook will have responsibility for the day to day running of the Project's kitchen and food service, including responsibility for directing the work of the kitchen porter. In addition to planning, ordering, preparing, cooking and serving meals to residents the cook will ensure that the food service meets all food standards and health and safety regulation. At all times the Cook will be professional and welcoming, and able to provide well-balanced meals for all dietary needs. Ordering and stock control of kitchen supplies is a

key part of the job as is the ability to work as part of a team in a fast paced and sometimes challenging environment.

Salary

The salary is paid monthly in arrears and will be £22,905 per annum pro rata. A 5.5% employer's pension contribution is also paid. The level of this contribution is reviewed annually.

Hours of Work

The hours of work will be 31 hours per week, working Monday 12:00pm to 7:00pm and Sunday, Tuesday, Wednesday, and Thursday 1:00pm to 7:00pm. BHT does not pay overtime but will grant "time off in lieu" when agreed by the Project Manager.

Annual Holidays

The annual leave entitlement will be 185 hours (25 working days), rising 1 day for each year of service to a maximum of 222 hours (30 days) pro rata. All public bank holidays are granted with two extra statutory days, to be taken over the Christmas period.

Closing Date

12 noon, Monday 5th August 2019

Interview Date

Tuesday 13th & Wednesday 14th August 2019

We regret that we are unable to reply to every job applicant. However, if you are called for interview, you will be notified within seven days of the closing date.

A Basic DBS Check (Disclosure and Barring Service) is required on all successful applicants as a condition of employment for this post.

BHT operates an Equal Opportunities Policy