



Sous Chef
Candidate Information Pack
March 2021

A message from our Chief Executive

Thank you for showing an interest in this position with us.

UKSA inspires and supports children & young people to broaden their horizons through our life enhancing water-based adventures, education and training for careers at sea.

Founded over 30 years ago by philanthropist and entrepreneur, Noel Lister and his wife Sylvia, over 150,000 people have benefited from our training and watersports programmes so far.

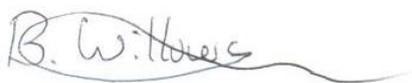
We believe all young people have a need but there are those that require greater support. Living through this period of austerity now, more than ever, the impact of COVID-19 has hit the schools and young people in the most disadvantaged areas the hardest. We know that many children and young people are missing out on life-changing opportunities because schools, local authorities and parents simply can't afford to pay for them. The fragility of these young peoples' mental health is exacerbated by a reliance on isolating social media 'screen time'. Our outdoor learning programmes on the water are the antithesis to this.

In conjunction, we know that a career at sea can provide a life of adventure for those who are inspired to follow this path. We support all students with an aspiration for a long-term career in Maritime. Our aim is to remove both financial and social barriers to enable students from any background to be able to access UKSA programmes. We want them to achieve their best and gain life-changing experiences, qualifications and careers.

2020 has been an unexpected challenge for all but we enter 2021 with renewed optimism for the future. We will start the construction of a new 136 bed accommodation on site in Cowes, having raised £3.8m from donations to fund the project. With the news of the COVID vaccine being rolled out across the UK, we are eagerly awaiting the arrival once again of children and our students back to their programmes and courses. Our new strategy (summarised below) is centred on extending our reach to more children and young people with the aim of helping them break free from their existing lives, the new 'normal' that COVID-19 has created and continue to prepare them for training and work.

We have an exciting time ahead. Adapting to COVID-19 has been a challenge, but one that UKSA has met due to our amazing staff base.

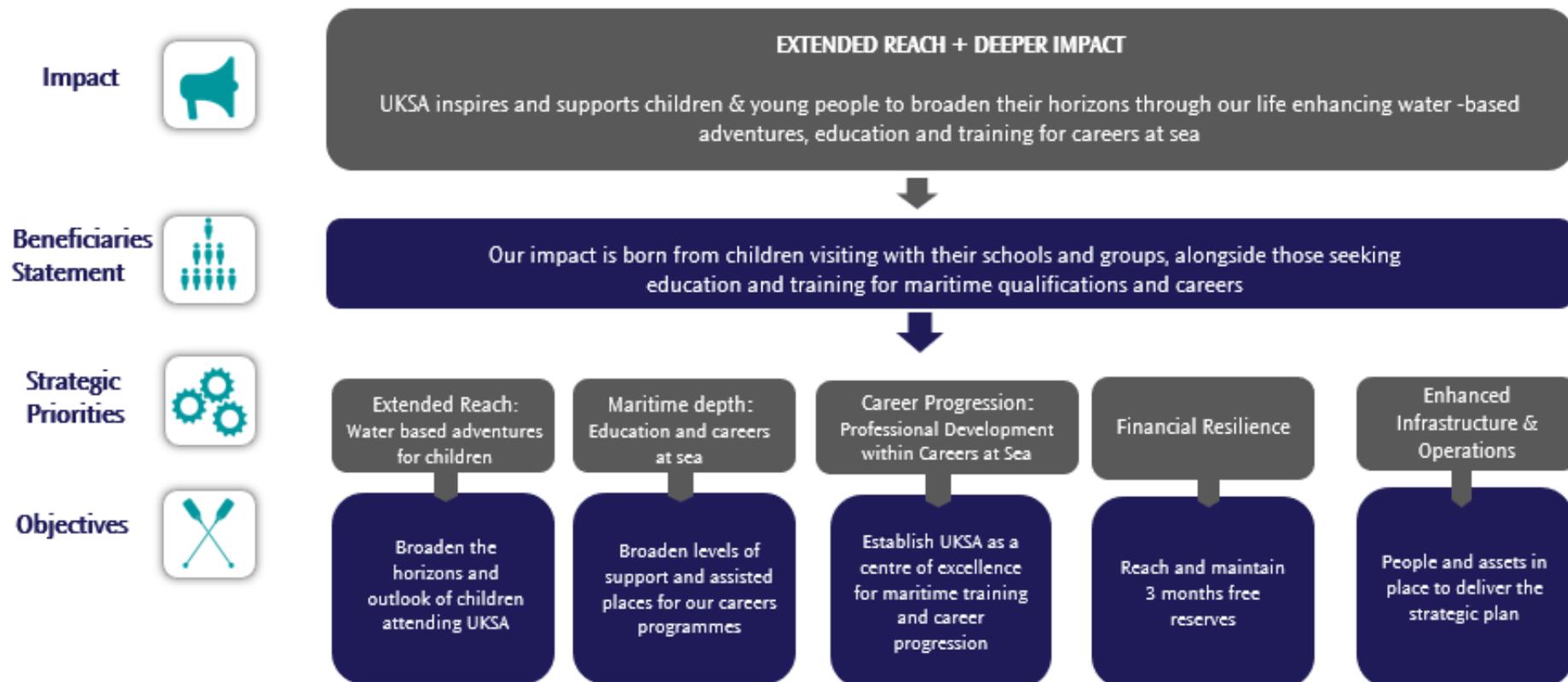
If you have any questions, then please do not hesitate to contact me and I look forward to your application.

A handwritten signature in blue ink that reads "B. Willows". The signature is written in a cursive style and is underlined with a wavy line.

Ben Willows
Chief Executive

Below is a summary of our "Extended Reach" Strategy:

IMPACT LED STRATEGIC APPROACH



About Us

For over 30 years we have been helping children take their first steps on the water, launching careers, pushing personal training development with world-class training and offering transformational opportunities as a leading youth charity.

We provide adventures for 8,000 children and train over 1,500 professional career students to work within the growing global maritime sector each year. We support our students to believe in themselves by providing a hand up not a handout. Our professional education, mentoring and training pathways create exciting long-term maritime career opportunities empowering our students to succeed for themselves, their communities and society.

Our aim is to remove both financial and social barriers to enable students from any background to be able to access UKSA programmes. We want them to achieve their best and gain life-changing experiences, qualifications and careers.

In 2019 /20 we welcomed over 8,000 children and their leaders from 130 schools and groups across the UK. Our water-based programmes are designed to increase children's life and leadership skills, build confidence and encourage teamwork with their peers. For many, UKSA is their first experience of the sea and being away from home.

Our world-class professional training and further education courses provide an alternative to university, we provide vocational training and qualifications to gain a career in the Maritime industry. We are also widely recognised throughout the world for our MCA and RYA training courses and are one of the world's top providers of MCA yachting certificates.

As a charity, we do much more than deliver training and certification. We also offer a range of development programmes that help transform the lives of those from the most deprived areas of the UK.

If we sound like the place you want to be, and you are ready to make a difference, check out our application process below.

Application Process

Please complete the application form which is available on the website and email it to recruitment@uksa.org

Closing Date: 0900 hours, Thursday 1st April 2021

Interview Date: WC 8th April 2021

Shortlisted applicants will be invited to:

- Attend a (panel) interview as part of the process
- Complete a trial shift and prepare a dish for food tasting

Job Description:

Job Description and Person Specification	
Job Title:	Sous Chef
Reporting to:	Facilities and Services Manager
People/Team Management:	Kitchen Staff
Band:	B4
<p>Key Purpose:</p> <ul style="list-style-type: none"> • To manage the operational delivery of meals, day to day running of the kitchen and wellness cafe • Reporting to the Facilities and Services Manager, demonstrate and help maintain high standards that consistently exceed the expectations of our customers • To cultivate the understanding of exceptional hygiene and quality food throughout the organisation 	
<p>Catering</p> <ul style="list-style-type: none"> • Ensure necessary stock is on hand of the correct quality and quantity and work within budgeted levels • Provide a hands on approach to training the team to prepare, cook and deliver high quality meals and service at all times to customers • Motivate the team and lead by example, encouraging the team to enjoy what they do by sharing culinary expertise and aiding the team in expanding their culinary skills through training and development • Ensure chefs work to the best of their abilities and work in accordance with their Job Description • Delegate tasks and make sure time is used as efficiently as possible • Ensure all staff adhere to food safety and health and safety procedures • Adhere to and comply with COVID risk assessments, ensuring all areas are COVID safe at all times • Ensure the kitchen is kept hygienically clean and tidy and following up on delegated cleaning tasks, providing timely feedback • Liaise with all departments in a friendly and accommodating manner • Ensure all communications between operational teams and the kitchen run smoothly • Ensure each dish leaving the kitchen is checked for quality, quantity, presentation and the correct temperature • To ensure the kitchen is run in the same professional manner when the you are not not present. • To ensure all dietary requirements are catered for and there is no cross contamination of allergens. 	
<p>Corporate Events</p> <ul style="list-style-type: none"> • Responsible for catering of all corporate events, including shore based and water based • Manage the food costing for events 	
<p>Financial & Performance Management</p> <ul style="list-style-type: none"> • Ensure the kitchen staff and provisions are kept within budgeted levels 	

- Monitoring quality and customer feedback, participating in UKSA's quality management scheme and using findings to continuously improve the department's offer

Health and Safety

- Operate on a daily basis which demonstrates a duty to take care of your own health and safety and that of others who may be affected by your actions at work
- Co-operate with employers and co-workers to help everyone meet their legal requirements

People Management

- Conducting effective and timely 1-1 reviews, ensuring that performance and development are challenged and supported
- Prepare for and take full part in 1-1 reviews with manager
- Ensuring adherence to all policies and procedures and promoting the Vision, Purpose and Values of UKSA

Other Duties

- Liaise with the Facilities and Services Manager to implement new menus and ideas

General

- Comply with and promote UKSA equality and diversity, data protection and health & safety policies and procedures
- Make a commitment to deliver excellent customer service

This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder.

Person Specification

Person Specification		
	Essential	Desirable
Knowledge:	<ul style="list-style-type: none"> • Good understanding of Health and Safety legislation and allergen awareness 	
Qualifications:	<ul style="list-style-type: none"> • Qualified 706/2 or NVQ level 3 Chef • Level 3 Food Safety 	<ul style="list-style-type: none"> • Allergen Awareness Qualification
Experience:	<ul style="list-style-type: none"> • At least 3 years' experience of working as part of a busy kitchen team • Stock management, particularly perishables and valuable and attractive stock 	<ul style="list-style-type: none"> • Leadership experience within a busy kitchen team
Skills:	<ul style="list-style-type: none"> • Excellent communication skills • Creative skills and passion • Excellent presentation • Highly motivated with the desire to share culinary expertise • Self-starter, highly organised and able to work collaboratively at all levels within the organization • Solutions-focused • Strong desire to deliver excellent customer service • Honest and Reliable 	

Key Terms and Conditions

Salary	£22k to £25k (DOE) Payable on the 28 th of each month
Annual Leave	25 days plus Bank Holidays The leave year runs from 1 December to 30 November
Working Hours	40 hours per week Monday – Sunday on a rota basis, including bank holidays, which will accrue time in lieu
Location	This role is based at UKSA, Arctic Road, Cowes, Isle of Wight
Pension	National Employment Savings Trust Employer contribution of 3%
Sickness	In the first three months of employment you are entitled to Statutory Sick Pay only and thereafter in accordance with UKSA Policy
Probationary and Notice Periods	Probation period: 6 months Notice period within probationary period: 1 week Notice period post probationary period: 4 weeks'
Disclosure and Barring Service check	A basic DBS disclosure will be applicable

