



**Chef**

**Candidate Information Pack**

June 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.

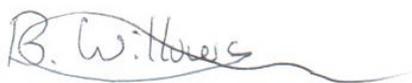
We believe all young people have a need but there are those that require greater support. Living through this period of austerity now, more than ever, the impact of COVID-19 has hit the schools and young people in the most disadvantaged areas the hardest. We know that many children and young people are 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.

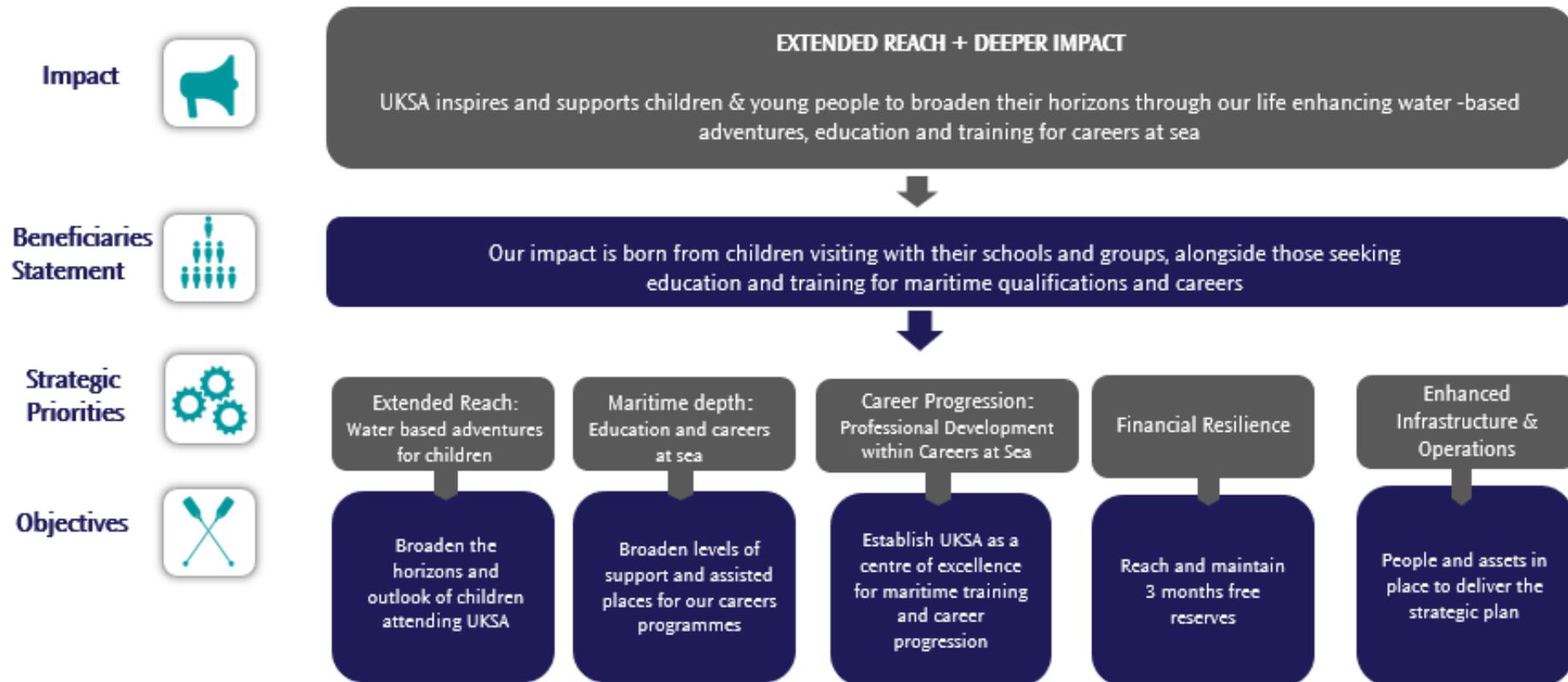
If you have any questions, then please do not hesitate to contact me and I look forward to your application.

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](mailto:recruitment@uksa.org)

**Closing Date:** 0900 hours, Monday 7<sup>th</sup> June 2021

**Interview Date:** TBC

Shortlisted applicants will be invited to:

- Attend a (panel) interview as part of the process

## Job Description:

Job Description and Person Specification	
Job Title:	Chef
Reporting to:	Sous Chef/ Head of Facilities & Services
People/Team Management:	N/A
Band:	B6
<p><b>Key Purpose:</b></p> <ul style="list-style-type: none"> <li>Support the team in delivering a high quality food and menu service, both in our dining room and Wellness Café.</li> <li>To follow and adhere to all Health and Safety and Food Hygiene requirements according to UKSA policy</li> <li>Promote a positive perception of the company at all times both internally &amp; externally</li> </ul>	
<p><b>The duties and responsibilities will include, but are not limited to:</b></p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>To take responsibility for the preparation, presentation and serving of all meals to an exceptional standard</li> <li>Catering for UKSA's Wellness Café and Bar</li> <li>Catering for functions and events</li> </ul> <p><b>Specific</b></p> <ul style="list-style-type: none"> <li>To prepare, cook and appropriately present meals and buffets for students, staff and functions as required</li> <li>To ensure routine day to day as well as specialized cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas.</li> <li>To ensure waste is controlled with regard to preparation and cooking</li> <li>To maintain the highest levels of personal hygiene, food hygiene and safety</li> <li>To manage and control all food, to include, receiving and checking stock, checking equipment and materials are used correctly, closely monitoring portion control</li> <li>To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out correctly</li> <li>To immediately report all accidents, near misses, damage or breakages</li> <li>To actively assist in ensuring a five star food hygiene rating</li> <li>To ensure that the kitchen is opening and closed at the required times and secured when not in use</li> <li>To undertake any other tasks appropriate with the duties and responsibilities of this post</li> <li>To attend any relevant training sessions to ensure you are fully equipped to perform your role effectively</li> </ul>	
<p><b>Financial &amp; Performance Management</b></p> <ul style="list-style-type: none"> <li>Ensure the delivery of effective performance management, financial control and budget management for areas of responsibility.</li> <li>Support the preparation of annual budgets for income, expenditure, staffing and capital.</li> </ul>	
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Demonstrate a duty of care of your own health and safety and that of other employees, co-workers, customers and other UKSA personnel to help everyone meet our share legal requirements.</li> </ul>	
<p><b>Individual/Team Performance and Development</b></p> <ul style="list-style-type: none"> <li>Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA</li> <li>Understand your objectives and how these fit in with individual, team and business performance</li> </ul>	

- Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews and appraisals with your manager

**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.

**Salary Package.**

Full Time – 40 hours over 5 days per week

£9.50 ph.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Ability to carry out all aspects of the role to a high standard at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering a catering service in a high volume environment</li> <li>• Up to date with industry trends and creative menu planning skills</li> <li>• Experience of working in a residential environment</li> <li>• Awareness of safeguarding procedures</li> </ul>
<b>Qualifications:</b>		<ul style="list-style-type: none"> <li>• NVQ Level 1/2 in Catering &amp; Hospitality or Equivalent</li> <li>• Certificate in Food Hygiene</li> <li>• Knowledge of COSHH regulations, safe storage and working practices</li> <li>•</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• General Kitchen Experience</li> <li>• Budget monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Charitable sector experience</li> <li>• Supervisory experience</li> <li>• Ordering and stock taking, liaising with suppliers</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent social and verbal skills</li> <li>• Positive attitude</li> <li>• Approachable and flexible</li> <li>• A common sense approach</li> <li>• Must be able to work on own initiative, and with resilience</li> <li>• The ability to organise workload and multi-task</li> <li>• The ability to work without direct supervision</li> <li>• The ability to work as a member of a team</li> <li>• Excellent attendance and punctuality</li> <li>• Highly motivated with a drive to introduce continuous improvement</li> <li>• Reliable</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory skills e.g. delegation, decision making, listening and motivation skills</li> </ul>

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## Key Terms and Conditions

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

