



Chef

Candidate Information Pack

April 2022

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. People are important to us, and we wouldn't be able to do this without investing in our staff through continuous learning, delivering high performance and recognising excellence.

Founded nearly 35 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.

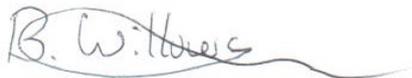
In conjunction, we know that a career at sea can provide a life of adventure for those who are inspired to follow this path. We support all students with an aspiration for a long-term career in Maritime. Our aim is to remove both financial and social barriers to enable students from any background to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

The past two years have been an unexpected challenge for all but we enter 2022 with renewed optimism for the future. We will complete the construction of a new 136 bed accommodation building on site in Cowes, having raised £4.2m from donations to fund the project. The new building will enable UKSA to support 3,000 more young people and children into our programmes each year and we are all extremely excited about the start of this next phase of UKSA's development.

Our new strategy 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 excelled at due to our amazing staff base and Employee Benefits & Recognition package.

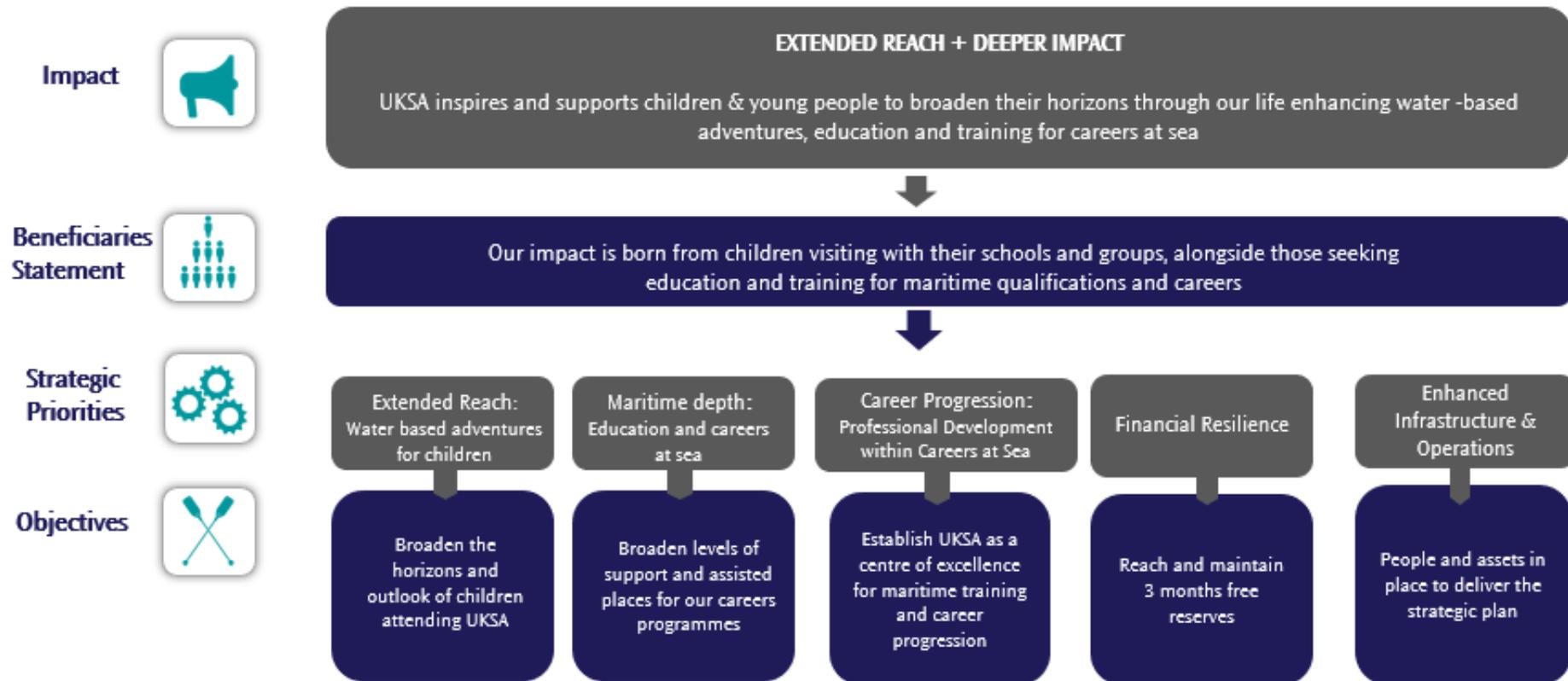
If you have any questions, then please do not hesitate to contact me and I look forward to your application.



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: 13th May 2022

Interview Date: 2022 TBC

Shortlisted applicants will be invited to:

- Attend an interview

Job Description:

Job Description and Person Specification	
Job Title:	Chef
Reporting to:	Head Chef
<p>Key Purpose:</p> <ul style="list-style-type: none"> • Support the team in delivering a high-quality food and menu service, both in our dining room and Wellness Café • To follow and adhere to all Health and Safety and Food Hygiene requirements according to UKSA policy • Promote a positive perception of the company at all times both internally & externally 	
<p>The duties and responsibilities will include, but are not limited to:</p> <p>General</p> <ul style="list-style-type: none"> • To take responsibility for the preparation, presentation and serving of all meals to an exceptional standard • Catering for UKSA's Wellness Café and Bar • Catering for functions and events <p>Specific</p> <ul style="list-style-type: none"> • To prepare, cook and appropriately present meals and buffets for students, staff and functions as required • To ensure routine day to day as well as specialized cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas • To ensure waste is controlled with regard to preparation and cooking • To maintain the highest levels of personal hygiene, food hygiene and safety • To manage and control all food, including receiving and checking stock, checking equipment and materials are used correctly, and closely monitoring portion control • 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 • To immediately report all accidents, near misses, damage or breakages • To actively assist in ensuring a five-star food hygiene rating • To ensure that the kitchen is opening and closed at the required times and secured when not in use • To undertake any other tasks appropriate with the duties and responsibilities of this post • To attend any relevant training sessions to ensure you are fully equipped to perform your role effectively 	
<p>Financial & Performance Management</p> <ul style="list-style-type: none"> • Work with the Head Chef/ Facilities and Services Manager to ensure the delivery of effective performance management, financial control and budget management for the catering department • Support the Head Chef/ Facilities and Services Manager with the preparation of annual budgets for income, expenditure, staffing and capital 	
<p>Health & Safety</p> <ul style="list-style-type: none"> • 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 • Ensure working practices are fully compliant with Food Hygiene and COSHH regulations • Ensure that all training and certifications remain valid and up to date 	

Individual/Team Performance and Development

- Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA
- Understand your objectives and how these fit in with individual, team and business performance
- 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

Person Specification

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

	<ul style="list-style-type: none"> • Highly motivated with a drive to introduce continuous improvement • Reliable 	
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Key Terms and Conditions

Salary	<p>£21,840 per annum plus an Employee Benefits Package</p> <p>Payable on 28th of each month</p>
Annual Leave	<p>25 days plus Bank Holidays</p> <p>The leave year runs from 1 December to 30 November</p>
Working Hours	<p>40 hours per week over 5 days</p> <p>Flexibility in your hours will be required to include weekends, public holidays, and evenings as the needs of the business dictate</p>
Location	<p>You will be based onsite</p> <p>UKSA Arctic Road Cowes Isle of Wight PO31 7PQ</p>
Pension	<p>National Employment Savings Trust</p> <p>Employee contribution of 5%</p> <p>Employer contribution of 3%</p>
Sickness	<p>In the first three months of employment you are entitled to Statutory Sick Pay only and thereafter in accordance with UKSA Policy</p>
Notice Period	<p>Probation period of 6 months</p> <p>During the probationary period notice will be 1 month and after that 3 months' notice will be required</p>
Disclosure and Barring Service check	<p>Enhanced DBS disclosure will be applicable</p>

