



Kirkcaldy YMCA are launching a new community hub and event space to be known as 'The Gallatown Hub' which is situated next to Gallatown Park, Oswald Road Kirkcaldy. We are looking for an experienced, friendly and hard-working person to lead with the launch and running of the Hub's new community café and training kitchen. This is a fantastic opportunity for the right person.

Job Details

Job Title – Kitchen Lead

Hours of work – 32

Salary – £22,100

Term -Temporary 2 year fixed.

Place of Work – Kirkcaldy YMCA Gallatown Hub/Kirkcaldy YMCA

The Kitchen Lead will be a member of Kirkcaldy YMCA staff team responsible to The Board of Management, Kirkcaldy YMCA through the General Secretary, Kirkcaldy YMCA.

About Kirkcaldy YMCA

Kirkcaldy YMCA are an inclusive Christian youth organisation, open to people of all faiths and none. We work to transform the lives of children and young people, empowering them to create positive change in their lives and communities.

The mission of Kirkcaldy YMCA is to provide and support quality programmes aimed at physical, social, mental and spiritual development, especially for young people, to enable their development and growth, wholeness and maturity in Christ and contribution to the wider community.

In achievement of delivery, Kirkcaldy YMCA operates as a vibrant community hub from its bases at the HQ and soon at the new Gallatown Hub facility. Our outreach work for the community benefit of children, young people and families provides a wide range of programmes all year round involving core staff, sessional staff and a large number of volunteers. The programmes are delivered predominately by grant funding.

Kirkcaldy YMCA has traditionally run lots of different events and offers room hire. Any profits from these activities are returned to the charity to support our volunteering and education programmes. The vision of the Café is to offer an inclusive and welcoming place for everyone to visit and to enjoy a cuppa with some freshly prepared goods whilst connecting with community members and workers to benefit their social, emotional and mental wellbeing. The kitchen and café will provide opportunities for local people to learn catering skills through our community food activities.

Job Purpose

We're looking for someone who can lead on community food activities and training and who will also oversee the daily operations of our establishment's kitchen and staff. As the Kitchen Lead you will be responsible for ensuring that HACCP House rules and all aspects of food safety are adhered to, with appropriate record keeping and maintained.

You will ensure relevant training is undertaken by other kitchen staff and volunteers and support the development of their cooking, baking and food management skills.

We are looking for someone to carry out the role in a manner that ensures that all activities undertaken fully reflect the vision and values of Kirkcaldy YMCA.

Job Requirements

Relevant qualifications such as a Scottish Vocational Qualification in:

- Hospitality: Professional Cookery (SVQ level 3)
- Hospitality: Supervision and Leadership (SVQ level 3)
- A minimum of 2 years experience in a similar role
- In depth knowledge of kitchen health and safety regulations
- Ability to work well in a stressful and fast paced environment
- Problem solving and conflict management abilities
- Work within all systems/procedures of Kirkcaldy YMCA

Special conditions/ requirements

- Work outwith normal working hours and/or weekends
- Post is subject to a Disclosure Scotland clearance

Job Activities and Responsibilities

- To work as part of the small team of Kirkcaldy YMCA within our Gallatown Hub facility, which aims to deliver programs of learning, activity, and safe social spaces.
- Working in partnership with Development workers to offer community food based activities and training opportunities.
- In agreement with Kirkcaldy YMCA, price and change menu items as required and being responsible for creating and continually reviewing and developing the café menu and looking at ways to improve the offering and service.
- All aspects of creating the café menu, delivery of all the food and drinks and serving customers in a timely manner.
- Responsible for the smooth running of the Café, including planning and preparing staff rotas. Setting up and clearing down at the end of the day, cashing up, all food hygiene monitoring and recording and ensuring security procedures are fully observed.
- Ensuring a safe and welcoming environment for customers, other staff and volunteers.
- Overseeing the timely provision of drinks and food to a consistently high standard.
- Recruit and train kitchen employees and volunteers
- Encouraging volunteers and ensuring a positive and collaborative spirit in the team
- Assist in ensuring the café becomes a sustainable aspect of our charitable income generation.
- Follow good financial practice, including cash handling and recording, maintaining weekly and monthly cost reports.

Job Activities and Responsibilities (continued)

- Responsible for all activities in the kitchen and its surrounds including cooking, organisation and supervision of food service.
- Undertake other such duties, appropriate to the job and as may be required from time to time, but without changing the overall purpose of the job.

The **Person Specification** below describes the essential skills we're looking for, although having the right person for this role is very important to us. If you'd like to detail why and how you would fit well into our team, please feel free to mention this in your covering letter.

Person specification – Kitchen Lead

You will need to demonstrate in your application and at interview, that you meet the following essential criteria for this post.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Essential Skills, Knowledge, Qualifications or Experience
Providing community food related activities such as catering workshops/volunteer led community lunches etc, and/or training opportunities	<ul style="list-style-type: none"> ▪ Communication skills ▪ Presentation skills ▪ Supervisory skills ▪ Team working skills ▪ Organisational skills
Preparing food and all associated cooking (including special dietary meals, menu planning and portion controls).	<ul style="list-style-type: none"> ▪ Cooking experience in a relevant environment ▪ Understanding dietary and nutritional needs ▪ Elementary food hygiene certificate ▪ Intermediate food hygiene certificate (<i>desirable, not essential</i>) ▪ Ability to provide a regular and effective service
Organising and supervising a food service.	<ul style="list-style-type: none"> ▪ Prioritisation skills ▪ Initiative taking skills
Controlling hygiene, health and safety including security of the kitchen and its surrounds.	<ul style="list-style-type: none"> ▪ Understanding of health and safety requirements ▪ Understanding of HACCP procedures ▪ COPC certificate or relevant experience (<i>desirable, not essential</i>)
Ensuring maintenance and security of equipment.	<ul style="list-style-type: none"> ▪ Manual handling awareness
Serving food and beverages and recording payment.	<ul style="list-style-type: none"> ▪ Cash handling skills ▪ Customer care skills
Adhering to budget controls, record keeping e.g. ordering of supplies, stock control and recording of sales and purchases as well as completing required paperwork.	<ul style="list-style-type: none"> ▪ Administration skills ▪ Literacy skills ▪ Numeracy skills ▪ Costing experience ▪ IT skills
Directing and supervising of volunteers within the kitchen as required and operational control of service (including allocation of duties, work rotas and training).	<ul style="list-style-type: none"> ▪ Communication skills ▪ Supervisory skills ▪ Team working skills ▪ Organisational skills
Promoting the café via social media (Facebook/Instagram/Twitter) across all relevant social media platforms.	<ul style="list-style-type: none"> ▪ Social media skills
An ability to communicate with a wide variety of people with differing levels of ability and to work as part of a team. Excellent time keeping, reliability and time management.	<ul style="list-style-type: none"> ▪ Team working skills ▪ Communication skills ▪ Organisational skills

If you think you are the ideal candidate for this position please complete the application form and equal opportunities form, together with a covering letter and email it to debbie.kelly@ymcalkirkcaldy.co.uk