



**URBAN
SAINTS**
WESTBROOK

Kitchen Coordinator

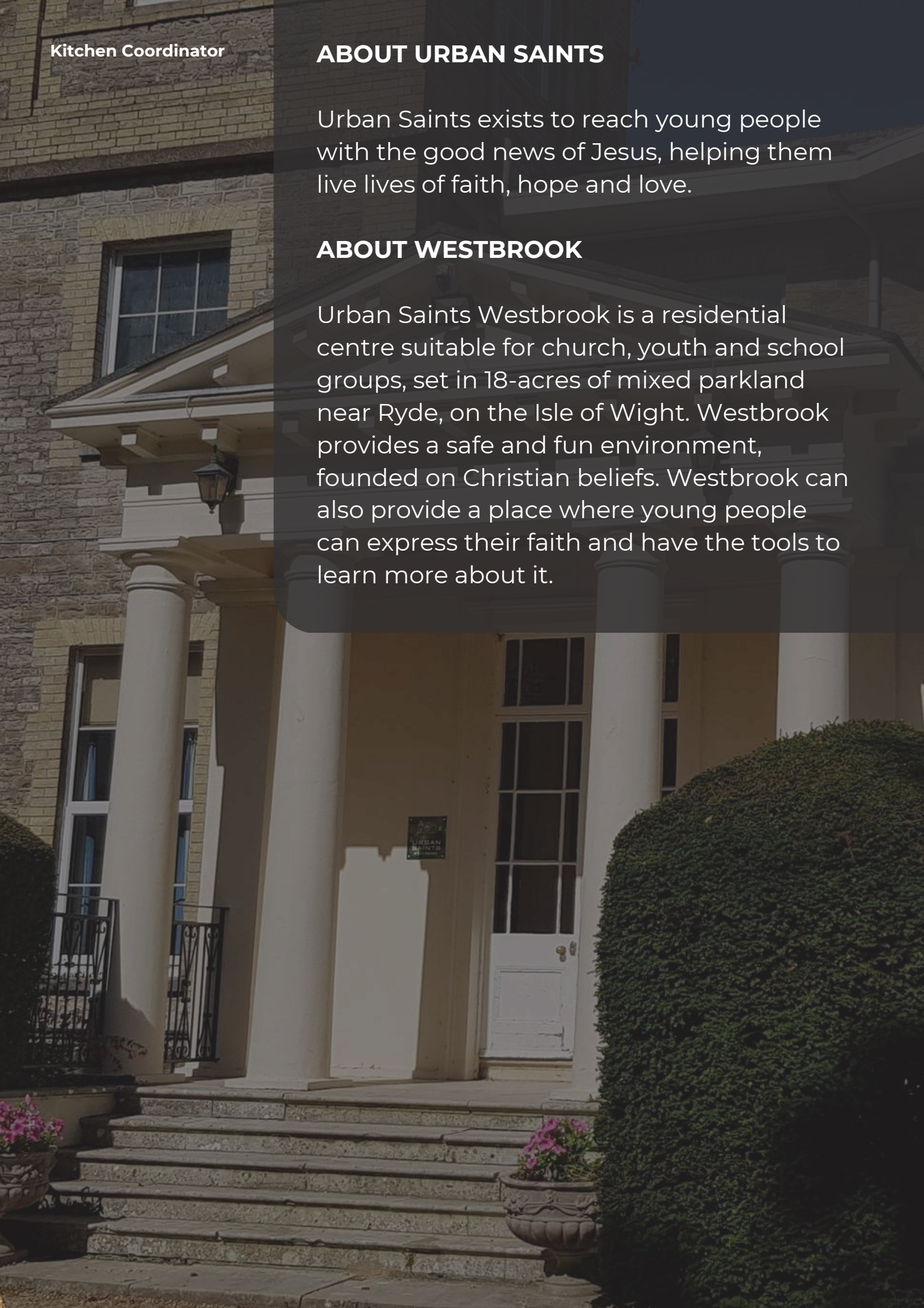
Information Pack

ABOUT URBAN SAINTS

Urban Saints exists to reach young people with the good news of Jesus, helping them live lives of faith, hope and love.

ABOUT WESTBROOK

Urban Saints Westbrook is a residential centre suitable for church, youth and school groups, set in 18-acres of mixed parkland near Ryde, on the Isle of Wight. Westbrook provides a safe and fun environment, founded on Christian beliefs. Westbrook can also provide a place where young people can express their faith and have the tools to learn more about it.



OVERALL PURPOSE OF THE ROLE

The Kitchen Coordinator will be responsible for overseeing the day-to-day operations of the kitchen at Westbrook, ensuring the preparation and delivery of nutritious, balanced, and safe meals to the guests. This role combines hands-on food preparation with management duties, including menu planning, stock control, and maintaining a high standard of hygiene and food safety. The position requires flexibility in hours and scheduling to accommodate the needs of the bookings at Westbrook.

KEY RESPONSIBILITIES

- **Meal Planning & Preparation:**
 - Design and prepare daily meals for bookings, in conjunction with the Westbrook Operations Manager, considering dietary needs, preferences, and any allergies. Ensure all meals are nutritious and cater to a variety of dietary restrictions (e.g., vegetarian, gluten-free).
- **Stock Management:**
 - Maintain inventory of kitchen supplies, ensuring the stock of food, cleaning products, and kitchen equipment is up to date. Place orders for supplies as necessary and ensure proper storage and rotation of food.
- **Food Safety & Hygiene:**
 - Oversee and enforce kitchen cleanliness, including maintaining hygiene standards and adhering to food safety regulations. Ensure all equipment is cleaned and maintained properly.
- **Staff Supervision:**
 - Manage and guide any members of the wider Westbrook team who support with kitchen work (food preparation, provision and clear up), ensuring that tasks are delegated effectively and that all team members are working in a safe and efficient manner.



KEY RESPONSIBILITIES CONTINUED

- **Budget Management:**
 - Track kitchen expenditures and work within allocated budgets for food and supplies, ensuring cost-effective operations without compromising on food quality.
- **Collaboration & Communication:**
 - Work closely with the Operations Manager and other team members to ensure the overall wellbeing of the youth residents, communicating dietary or scheduling concerns and updates as needed.
- **Guest Engagement:**
 - Build positive relationships with guests, supporting with meal planning when more specific requirements are necessary.
- **Flexibility in Hours:**
 - Adapt to flexible and variable working hours as required, including evenings, weekends, or public holidays, to meet the meal schedules and needs of the bookings at Westbrook. Hours will be confirmed with four weeks' notice.
- **Other:**
 - Attend weekly Westbrook team meetings and regular Urban Saints team meetings, and other Urban Saints commitments as reasonably required.

The above list of job duties is not exclusive or exhaustive, and the post holder may be required to undertake other duties that reasonably fall within the nature of the role and responsibilities of the post. There will be occasional out-of-hours work required.

ABOUT YOU

You will be a compassionate, organised, and reliable individual who is passionate about creating a welcoming environment for guests at Westbrook. The successful candidate will ensure that meals are nutritious and timely. You should be resourceful, able to manage inventory and adhere to health and safety regulations, while being sensitive to the unique needs of all guests.

WHAT YOU ARE BRINGING TO URBAN SAINTS?

Skills and Abilities

- Strong organisational skills with the ability to manage stock, resources, and other team members effectively.
- Ability to work independently and within a team, maintaining a calm and efficient work environment.
- Strong communication skills to interact with guests, staff, and external suppliers.

Knowledge and Experience

- Proven experience in a professional kitchen.
- Knowledge of food safety regulations and hygiene standards (e.g., at least Level 2 Food Safety Certification).
- Understanding of the needs of guests (young people and adults), and the ability to foster a positive and inclusive environment in the kitchen.
- Experience working in a residential setting or with young people (desirable).
- A relevant catering or hospitality qualification (desirable).
- First aid certification (desirable).

Personal Approach and Attributes

- Flexible and adaptable to varying work hours and requirements.
- Practical
- Proactive

Benefits

- 25 days annual leave plus bank holidays (pro-rated for part time roles)
- Pension Scheme: we contribute 6% to the Urban Saints pension scheme.
- Life assurance: you will receive life assurance cover to the value of four times your annual pensionable salary.
- Eight volunteering days: you will have an opportunity to volunteer for one of our events or a similar charity of choice (pro-rated for part time roles).

Terms and Conditions

- **Job Title:** Kitchen Coordinator
- **Department:** Westbrook
- **Responsible to:** Westbrook Operations Manager
- **Terms:** Fixed-term, seasonal
- **Salary/rate:** £13,333.33 per annum (£25,000 FTE)
- **Location:** Urban Saints Westbrook, Isle of Wight
- **Hours:** 20 hours per week (part-time), to be worked flexibly, including evening and weekend work. During busier weeks, further hours may be available and will be paid at the usual salaried rate.
- **Start Date:** As soon as possible
- **End Date:** 17th November 2025
- **Requirements:**
 - **Christian Ethos:** Urban Saints is a Christian charity, and Westbrook is the Urban Saints residential centre. Anyone applying for a role at Westbrook must be sympathetic to the Christian ethos and values of Urban Saints.
 - **Team engagement** - Infrequently, there may be a requirement for Westbrook employees to engage in wider Urban Saints team events, for example, a residential team gathering. This will be managed by the Westbrook Operations Manager.
- Due to the nature of this position, any offer of employment with Urban Saints will be subject to a satisfactory DBS check.

How to Apply:

To apply for this role, send an email to recruitment@urbansaints.org with:

- Your CV.
- A covering letter explaining why you are a good match with this role, making reference to the responsibilities, skills and experience identified in the recruitment pack.

The closing date for applications is Monday 31st March, midday. Please note, we will be actively reviewing applications ahead of the closing date and reserve the right to close applications before this date.