**Refugee Action Kingston:**

**Job Description**

Title of post: FUEL Summer Project – Cook

Job purpose: To prepare, package or serve food for up to 30 children aged 5-16, attending a school holiday playscheme based at St Joseph’s School, Kingston, in line with the requirements of the FUEL programme which targets vulnerable refugee children in receipt of free school meals.

Hours:        3hrs per day x16 days (plus meetings) £15 hour

Responsible to: The project leader

The post holder follows, at all times, the organisations policies and procedures (including Equal Opportunities, Child Protection, Safeguarding, Health and Safety and Confidentiality)

The post holder is responsible Food Safety.

The post holder will require an Enhanced DBS check.

**Preparation of project activities**

To plan and order daily breakfast and lunches. Either hot food or packed lunches

To support the project workers to deliver activities with food for the children.

Ensure the kitchen is cleaned down in accordance with Food Safety regulations.

To ensure safe food storage.

To ensure that children’s allergy information is displayed in the kitchen and prevent cross contamination into vulnerable children’s food.

To promote healthy food preparation aimed at increasing understanding of nutrition and maximising available budget.

To work with parents and volunteers in a safe and welcoming kitchen.

Participate in the implementation of Health and Safety measures related to the kitchen and food service environment.

To undertake all protective measures detailed in the risk assessment to maintain a Covid-19 secure environment.

**Policies and procedures**

To use daily risk assessments checklist (kitchen specific) and inform project leader of any new risks.

To be informed of and implement RAK’s Child Protection and Health and Safety policy within all activities, in addition to the organisation’s policies and guidelines on working with the target group.

To work within RAK’s Equality, Inclusion and Diversity policy.

**Other duties and shared responsibilities.**

Attend planning meetings as appropriate.

Keep records and contribute to the production of a food diary with the project leader.

**PERSON SPECIFICATION**

**Essential**

Food Hygiene/ Food Safety Qualification

Experience of preparing nutritious food for groups

Experience of and willingness to prepare food from other cultures

Team working abilities and the willingness and ability to direct the work of volunteers and parents.

Commitment to putting equal opportunities into practice and to promote them to children.

Ability to assess risk and an understanding of Safeguarding procedures

**Desirable**

Experience of cooking food for children

Refugee Action Kingston is obliged to comply with the Asylum and Immigration Act (1996) and this requires certain documents to be presented by candidates before an offer of employment can be made. If you are invited to interview, we will ask you to bring these documents with you.

For jobs which involve, for example, working with, or having access to children and/or vulnerable adults and their records, we will require an Enhanced Disclosure from the Criminal Records Bureau and need to have information from you regarding any previous, existing or pending convictions or cautions. This will form part of the recruitment process if you are successful after interview.

This post is exempted from the Rehabilitation of Offenders Act 1974 and you will need to declare any spent or unspent convictions to us. Please ask for a declaration form, if applicable.