



## Roles and Responsibilities

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**Hours of work:** approx 11.30 am – 7.00 pm Saturday – Thursday.  
*Please note that flexibility is required in line with programme of activities.*

**Overall Job Purpose:** to prepare and serve meals (lunch and dinner) to the SHINE team (approx 50 people) in accordance with SBHI Kitchen Guidelines, maintaining health and safety standards at all times

**Reporting to:** Coordinator

### Duties

- Preparing meals for Team
- Follow Kitchen Guidelines/Menus and maintain health and safety standards at all times
- Prepare food for people on special diets
- Serve all meals from serving table
- Manage a weekly food budget
- Pick up daily food items every morning
- Estimate food requirements from the menu and ordering from suppliers or getting food from storage
- Supervise other cooks or kitchen helpers
- Regulate the temperature of ovens, boilers, grills and roasters
- Carry out other duties in keeping with the overall job purpose

### To become a SHINE Chef you must:

- **Be 21 years of age, or older, by the 21st June prior to SHINE starting**
- **Have experience and/or a formal qualification**
- **Be an excellent communicator**
- **Have a positive and enthusiastic attitude**
- **Be a caring, hard working, responsible and a patient person**