Freelance, variable hours starting at 10 hours/week, with more available after the probationary period.

**Job description**

**Reporting** each week to supervisor: OKSC project lead & co-founder, Firas Jabar. The new person could also (if need be) attend trustee meetings & give feedback to trustees.

**Probationary period**: 2 months

**Location**: Monday sessions, currently at St Andrew’s URC church hall & kitchen

**Contract:** freelance, subject to probationary period, until September 2024, with option to extend subject to funding.

**Hours:** initially 10 hours/week. 5 hours on Mondays, including Bank Holidays, leading in the kitchen and in the hall alternate weeks. 5 hours flexible during the week. Additional hours likely to be available on Tuesdays and potentially for events following probationary period.

**Salary:** £15/hour

**Close of applications: Monday 9th October, 5pm**

**Notification of interviews: by 5pm Friday 13th Oct**

**Interviews: week beginning Monday 16th Oct**

**The role**: as an Open Kitchen Social Lead, you will take a lead role alongside a supervisor in the core weekly sessions. You will lead the volunteer kitchen team on alternate weeks, with every other week based in the hall. You will ensure the smooth delivery of the social café sessions. You will be involved in the day to day running of these sessions, serving food & drink on alternate weeks. You will create & maintain a welcoming, positive and inclusive atmosphere in both the kitchen and the dining hall.

Specifically you will:

**Kitchen Lead:** alternate Mondays. 5 hours. Preparation & clearing up, 1 hr. Session time 10am to 2pm.

* Ensure smooth running of the kitchen
* Sort food donations
* Plan menu, including a meat dish and a vegan dish
* Buy meat, milk, biscuits & any additional ingredients required for menu
* Set out mugs, drinks, spices, utensils
* Identify roles for each volunteer
* Manage hygiene, health & safety, record fridge, freezer & meat temperatures
* Ensure food is ready to serve at 12:30
* After serving all members, encourage all to sit & eat together in the dining hall
* Designate one person to serve seconds
* Wash up & clear away

**Dining Hall Lead**: alternate Mondays. 5 hours. Preparation & clearing up, 1 hr. Session time 10am to 2pm.

* Encourage members to help set up & clear up
* Put out tables, chairs, table tennis from store rooms
* Set up games from cupboard
* Wash & set out donated fruit, check the day’s menu
* Greet & welcome each person, offer hot drinks
* Build good relationships with and between members
* Identify & swiftly diffuse any difficult situation
* Follow up enquiries & signpost support when possible (note: we cannot give advice)
* Pay volunteer’s bus fare
* Clear up hall from about 1:30pm, ensure all clean & tidy before all leave by 2pm

**Volunteer recruitment and support (in collaboration with Volunteer Coordinator)**: 5 hours/week (flexible - to be agreed with successful candidate)

* Draw up rotas
* Contact kitchen volunteers and ensure they are clear about where & when they are required
* Attract new potential volunteers, outreach through City of Sanctuary, Regency House & Mulberry Practice (new arrivals on Wednesdays)
* Carry out outreach activities at the City of Sanctuary, Drop-In and new arrival’s accommodation venues to promote OKSC

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| **Factor** | **Essential Criteria** | **Desirable Criteria** |
| Qualifications | Level 2 Food Hygiene Certificate | First Aid at Work  Catering Qualification  Clean Driving Licence |
| Experience | Proven team leadership  Previous experience of working with volunteers | Catering industry experience  Awareness of asylum & benefits systems  Awareness of local Sheffield organisations supporting people seeking sanctuary & homeless |
| Skills, Aptitudes, Qualities | Your spoken and written English must be good.  Excellent communication skills  Very good IT skills.  Excellent organisation skills with the ability to prioritise and multitask.  Confident working with members of the public and able to deal with challenging behaviour.  Physically fit, as both kitchen & hall duties include some lifting  Experience of working in a multicultural environment & sensitivity towards other cultures | It would be great if you are also able to speak another relevant language  Experience of working with partners from different sectors. |
| **Factor** | **Essential Criteria** | **Desirable Criteria** |
| *Skills, Aptitudes, Qualities* | Ability to recruit, motivate, develop & coordinate volunteers in an inclusive environment  Commitment to equality & diversity  Patience and ability to work under pressure  Self-motivated, able to work independently and demonstrate initiative  Positive attitude, outgoing, enthusiastic & friendly manner  Willingness to be flexible and take on other duties as required |  |

**SUPPORT AVAILABLE**

This role will be very rewarding and at times demanding. Support available to

help the successful candidate in this role will include:

* Thorough induction into the organisation and the role.
* Development training as required in recognition that candidates may not meet

all of the above criteria.

* Regular appraisal to identify ongoing development needs and encourage skill

development.

* Coaching and supervision as required.
* Regular supervision for the role.
* Monthly team meetings, attending trustees meeting and general colleague support.

**Please send your completed application forms to:** [openkitchensocialvacancies@gmail.com](mailto:openkitchensocialvacancies@gmail.com)

If you would like FREE & CONFIDENTIAL support with your job application, our friends over at [Voluntary Action Sheffield](https://www.vas.org.uk/the-new-beginnings-project-2/) run [Job Clubs](https://www.vas.org.uk/the-new-beginnings-project-2/) twice a week.

Thursdays  
2pm to 4pm at [The Sanctuary, 37-39 Chapel Walk, Sheffield S1 2PD](https://www.google.com/maps/place/City+of+Sanctuary+Sheffield/@53.3818341,-1.4674335,15z/data=!4m2!3m1!1s0x0:0xa5310fea5d0946df?sa=X&ved=2ahUKEwjTlvmnuciBAxWOTUEAHQRlBYEQ_BJ6BAhOEAA&ved=2ahUKEwjTlvmnuciBAxWOTUEAHQRlBYEQ_BJ6BAhaEAg)

Tuesdays  
10am to 12pm at [The Circle, 33 Rockingham Lane, Sheffield S1 4FW](https://www.google.com/maps/place/The+Circle/@53.3804075,-1.4746348,15z/data=!4m2!3m1!1s0x0:0xcda2ac06a60ebb90?sa=X&ved=2ahUKEwic7-fLusiBAxUsUkEAHXqIBoIQ_BJ6BAg_EAA&ved=2ahUKEwic7-fLusiBAxUsUkEAHXqIBoIQ_BJ6BAhZEAg)

[​](https://www.google.com/maps/place/The+Circle/@53.3804075,-1.4746348,15z/data=!4m2!3m1!1s0x0:0xcda2ac06a60ebb90?sa=X&ved=2ahUKEwj39r-CuciBAxXPWUEAHUVMD4MQ_BJ6BAhCEAA&ved=2ahUKEwj39r-CuciBAxXPWUEAHUVMD4MQ_BJ6BAhYEAg)It would take about an hour to go through your application with you, so VAS suggest arriving at the start of the sessions.