



Job Title: Catering and wellbeing coordinator

Employer: Seachange
Location: Budleigh Salterton
Accountable to:
Contract Type: Permanent
Hours: 37 hours per week Monday to Friday with occasional evening / weekend work

Salary: £25,974 per annum

Introduction to Seachange

Seachange opened on the site of the Budleigh Hospital in March 2018. We provide a range of services such as NHS outpatient appointments, GP services, exercise classes, and space for community gatherings. These are all designed to help improve our community's health, reduce isolation and loneliness, and, as a result, reduce costs to the NHS.

In 2021 we changed our name to *Seachange*. This was designed to reflect our commitment to offering support and services not just for the people of Budleigh, but for the wider East Devon community too. We are still based at the original hospital but with more services to help our community, more volunteers, and a renewed enthusiasm to reduce loneliness and promote positive change.

Overall Job Purpose

To coordinate, support and develop the catering requirements and kitchen within Seachange which currently includes:

- Seachange community cafe
- Providing hospitality for outside hirers
- Catering for our various clubs and groups inc. Memory Cafe; activity group.

This is a new role, with the opportunity to lead on providing a holistic, warm and welcome space as well as catering provision for Seachange with community being at the heart of what we do. This role will be initially supported by a team of volunteers. We envisage that the role will develop in time to meet the changing needs of the community and Seachange. Our vision is a place for people to come together, feel safe and welcome in a friendly environment where produce is ideally local, seasonal. Fresh and sustainable, minimising food waste along the way.

Key Responsibilities

- Coordinate and facilitate a range of catering options for the community cafe, customers, patients and the social groups that are integral to Seachange.
- Liaise with other coordinators to agree the format of programmes, menus and activities i.e. breakfast clubs etc
- Direct coordination of and involvement in production of food and cooking; cleaning; preparation of the cafe area and procedures to agreed standards.
- Take the lead role in developing a range of systems and procedures that support the running of the kitchen in line with Environmental Health, Health and safety at Work, food

Get in touch

Call: 01395 446896

Email: help@seachangedevon.org

www.seachangedevon.org

Find us

Seachange

East Budleigh Road, Budleigh Salterton EX9 6HF

Registered Charity No. 1196379





safety records and in particular the requirement to identify, maintain and review food safety controls (HACCP / COSHH). This will include testing and recording food temperatures and the planning of the cleaning and maintenance programme.

- Procure food / non food catering related items including sourcing; pricing and negotiating with suppliers.
- Support with the recruitment, training and retention of volunteers.
- Provide induction training for volunteers
- Work as part of the team and take on duties as directed to fulfil the role of the organisation.
- Ensure relevant policies, procedures and good practice guidelines are followed to meet the projects and organisation's legal and contractual obligations.

General Responsibilities

- To work, communicate effectively as part of the wider Seachange team and with the general public
- To comply fully with the organisations ethos, policies and procedures and relevant legislation
- To provide an excellent customer service experience
- To undertake other duties as required in line with the job purpose
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Person Specification

ESSENTIAL

- Ability to coordinate and lead a team of volunteers
- Experience of working in the catering environment
- Practical skills to work within the catering environment, food preparation; menu creation and use of kitchen equipment
- Full understanding of the health and safety regulations in coordinating and leading a community cafe
- Innovative thinker and be able to work independently or as part of a team
- To be able to apply a methodical approach to work demonstrated in the ability to organise the kitchen; daily routine and stock control to maximum capacity
- A good communicator with the ability to make decisions and work to deadlines
- Excellent customer service skills
- Level 3 food safety qualifications (or the willingness to achieve)
- Commitment to equal opportunities

DESIRABLE

- Knowledge and/or experience of volunteering and voluntary organisations
- Kitchen management skills
- Ability to prioritise and respond quickly to changing situations
- Admin and organisational skills
- Desire to create a warm and welcome space for all

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