



## Job Description

<b>Role Title:</b>	Supply Chef
<b>Department:</b>	Sight Scotland Veterans
<b>Reports to:</b>	Hawkhead: Lorraine Bruce Linburn: Jacqui Salter
<b>Pay Grade:</b>	Scale point 18
<b>Type of Contract:</b>	Supply
<b>Normal place of work:</b>	Hawkhead Centre/Linburn Centre
<b>Line Manager?</b>	No
<b>Budget Holder?</b>	No
<b>Criminal Record Check/PVG required?</b>	Yes
<b>Driving license for UK driving required?</b>	No

### **Who we are**

The impact of vision loss is huge. Too often, it leads to people lacking or losing confidence and independence. People with vision loss are at higher risk of unemployment, isolation, mental health problems, and financial challenges. It can have an enormous emotional toll. But with the right support, people with vision loss can gain the skills to remain independent and active in their communities – to thrive. That’s why we’re here.

For 230 years, Sight Scotland and Sight Scotland Veterans have been supporting people impacted by vision loss. We believe we play an important role in continually shifting the conversation around sight loss, and contributing to achieving a fair, equitable society. Over the years, we’ve seen a positive shift in expectations, with individuals and communities increasingly empowered to live lives the way they choose, free of discrimination.

And we’ve had to transform too, so that our services reflect the times we live in and meet the changing needs of the people we support. We’re now looking at how we continue to evolve, considering how we contribute now and what we could do differently in the future.

We work with charities across our sector to make sure people with sight loss have access to the right resources, when they need them. But what makes us unique is:

- Together, Sight Scotland and Sight Scotland Veterans is the largest Scottish charitable organisation that supports people impacted by vision impairment
- We’re the only Scottish vision impairment charities that fund medical research into eye health
- We’re the only Scottish vision impairment charities that have a dedicated policy and campaign team

- Our services span all age groups, including people born with a vision impairment, and those that acquire a vision impairment throughout their lives.

### **What this job is about**

This job exists in order to provide kitchen cover to support the chef to prepare a varied and nutritious diet for ex-service personal who attend the activity Centre. The supply Catering Assistant will also provide a clean, safe and welcoming environment to enable the kitchen to function effectively.

### **What we want you to be responsible and accountable for**

- Be responsible for the preparation and cooking of high-quality food, taking into account specific dietary requirements as per planned menus.
- Source, order, receive, and check quality and invoice of stock.
- Ensure proper storage and labelling procedures are followed.
- Maintain cleaning schedules.
- Ensure all Food Hygiene and Health and Safety records are completed and accurate in compliance with HACCP principles.
- Report any malfunction of equipment or fittings that require maintenance or cannot be kept to standard through normal cleaning procedures
- Lead and direct Catering assistants
- Wearing the appropriate PPE in accordance with current guidance for the role.
- upholding the principles of Sight Scotland's Dignity at Work and Equal Opportunities policies at all times, working in a way which supports an inclusive work environment that is respectful of differences.

The current duties of the role require membership of the PVG scheme through Disclosure Scotland

### **How we would like you to achieve this**

- We want you to work in a way that is wholly consistent with our stated organisational values
- We want you to demonstrate awareness of all Sight Scotland & Sight Scotland Veterans policies and procedures.
- We require you to maintain confidentiality of information regarding veterans at all times.
- We require you to participate in appropriate training as agreed with/authorised by the Centre leadership team.
- Undertake other duties as may reasonably be required by the leadership team pertinent to the role.

### **Who you will be working with**

- Veterans
- Colleagues
- Other Sight Scotland services

## **The experience and skills you need to have to do this job/**

### **Essential:**

- Supervisory experience in a catering environment
- Experience of preparing and serving food in a large scale environment
- Good communication and organisational skills
- Relevant City and Guilds professional food hygiene and safety qualification
- Minimal SVQ Level 2 in Catering
- Demonstratable knowledge of Allergens
- Demonstratable knowledge of COSHH
- Demonstratable knowledge of HACCP principles

### **Desirable:**

- Previous experience of working with people with sight loss, older people or individuals with other disabilities

## **Just so you know...**

- The Charities have a set of Values & Our Ways of Working Framework, we ask you to work within, and these apply to everybody in the organisation irrespective of their role or job. You can find out more here: [Our values](#). This means we want you to have:
  - The ability and willingness to understand others' perspectives and to consider the impact of your actions on them and to adapt your actions as necessary;
  - The ability and willingness to learn and try new things, to be flexible and step outside of your comfort zone;
  - An open and honest way of communicating, ready to ask others for their ideas and to be open to hear and consider different points of view;
  - A pro-active approach to taking initiative and to driving forward ideas and projects designed to improve daily operations and deliver an exceptional visitor experience.

