



Cook @HQ – job description and person specification

Summary

Job title	Cook
Reports to	General Manager
Location	HQ Urban Kitchen, (former Tapestri Café), Llys Glas, Orchard Street, Swansea.
Salary	£21,840 - £23,400 (negotiable for exceptional candidates)
Hours	40 hours per week (daytime)

A little bit about who we are and what we're doing

HQ Urban Kitchen is a café, bar and events venue within the site of the Old Central Police Station, Swansea. Located in an enclosed courtyard, belonging to University of Wales Trinity Saint David, this newly refurbished site is surrounded by student accommodation, university staff, local office staff, creatives, commuters, and people living close to the city centre.

Our aim is to provide a vibrant, healthy, friendly, and accessible eatery for everyone.

Initially opening 6 days per week, **daytimes only for the food offer**, with the addition of timetabled evening events taking place throughout the year, including cinema, artwork launches etc. some of which can be held outside, due to the comfort of the courtyard setting.

We are due to open in November 2021.

HQ Urban Kitchen is an exciting new initiative from Urban Foundry – we are a creative regeneration agency, based in Swansea. We are a purpose-driven company, forging great ideas to change the world for the better – improving people's lives, making great places, and building business with purpose.

We do that by helping people to: make their good ideas happen; make them last; and demonstrate how they have made a difference.

We deliver commissioned work for the public, private and third sectors, and with people in communities, and we also deliver our own projects, including the award-winning Swansea Bay Markets social enterprise, which runs the Uplands, Marina, Mumbles, Glynneath and Port Talbot street markets.

We believe that business should be a force for good and we are proud to be a certified B Corporation (BCorp) – the second in Wales and the first in our home city of Swansea.



We believe in balancing profit and purpose and as part of the global BCorp community we aim to meet the highest standards of social and environmental performance, and transparency. We have legally enshrined these requirements into our governing documents.

We are also an accredited Living Wage Employer.

You can find out more about us via our website: www.urbanfoundry.co.uk

As with our other spin out project, the Swansea Bay Street Markets initiative, HQ Urban Kitchen will be a separate social enterprise, aligned with Urban Foundry's values and approaches, but a not-for-profit entity in its own right.

Who and what are we looking for

This is an ideal opportunity for anyone with experience and a love of cooking and catering within the Hospitality Industry to spread their wings. Although we are looking for experience, we will still be interested if you are an exceptional recent graduate who can convince us that you can manage busy lunchtimes and the various responsibilities the job entails.

The food offer will be daytime only, so there will be no split shifts or 1am finishes in a kitchen. Additionally, the location and nature of the venue means that the kitchen will not be open between Christmas and New Year, giving guaranteed time off during the festive season. So, the job may particularly appeal to someone in the industry seeking more family time, or who just wants to get their evenings back.

We are looking for a person that can drive HQ Urban Kitchen forward, someone who shares in the ideals of the Urban Foundry organisation (which will be duplicated by the new initiative) and will work efficiently and honestly towards making the project a success.

Responsibilities

The role will include:

- A love of fresh, wholesome food and the cooking of it
- A passion and interest in local food suppliers and ingredients and the use of them
- Managing all day-to-day operations of a busy working commercial kitchen
- Helping with the hiring of assistant kitchen staff
- Supervising and training kitchen staff.
- Coordination and liaison with suppliers and all related food ordering. Ensuring all goods delivered are to a high standard
- Helping to prepare weekly/ monthly kitchen staffing rotas
- Creating exciting menus which are sensibly and realistically priced for the target audiences



- Producing fresh, daily specials and seasonal menus
- Making and taking inventories of all kitchen stock
- Continued kitchen stock rotation to minimize wastage
- Working closely with front of house staff to ensure high standards of food is delivered to customers
- Standard practice of kitchen cleaning schedules, budgeting, liaison meetings, HACCP, Health and Safety, COSCH, sanitation, hygiene, allergens
- Effective communication skills with staff members and management at Urban Foundry
- Relevant Health and Safety Certifications and Food Training Certs
- Monitoring compliance within the kitchen (Legionella, Salmonella etc. Some of this is specific to the University and training can be given)
- An understanding of the highs and lows of a busy kitchen and utilising worktime effectively to meet those demands
- Ensuring all kitchen equipment is cleaned and maintained to a high standard

The above description is not an exhaustive list – there will be other tasks and activities that you may be required to undertake that are within your capability and pay grade.

You will be managed and supported by senior members of our team throughout, and on the job training will be provided to familiarise you with our systems and approaches.



Person specification

We want to work with people who understand and will uphold our values and fit with our culture.

In all instances we expect everyone who works with and for us to maintain the highest standards of equalities, to act with integrity and maintain high professional standards.

And we expect people everyone who works for us to value wellbeing and kindness.

We want people to work with us because they 'get' what we do and what we are aiming to achieve, and who want to be a part of that.

We aren't a typical business and, whilst technical skills are important, we are looking for someone who wants to be a part of our culture and purpose-driven approach – even though this project will be run through a separate company, it will echo all of our values.

Regeneration is what we do, but it's a very broad term and so the nature of our work can be eclectic. At times we are all 'chief cook and bottle washer' – that's the nature of the world we operate in, which requires multi-disciplinary approaches, creative thinking, a willingness and ability to find new ways of doing things, and a tenacious and resilient approach. You need to be strong team player and good at collaboration. Direction will be provided, but you will also be expected to be able to work on your own initiative also.

Our kind of person – we are looking for people who will exhibit (and can evidence) the following behaviors

- Values driven – we want someone who wants to change the world for the better and who will align with our culture and values as a company
- Kind and patient – we want someone who values kindness and the wellbeing of others and who is patient and diplomatic in their responses should things sometimes not go to plan
- Creative and resourceful – the nature of our work requires creative thinking and resourceful approaches to address often difficult, complex issues
- Adaptable and resilient – the nature of our work is that we are often trying new ways of doing things, and having to work it out as we go, so we need people who can quickly adapt and who are resilient
- Collaborative – almost everything we do involves some element of co-production, whether internally or with our clients and/or people in communities
- Diligent – you will have to work on your own at times and whilst you will have direction, you will need to be able to use initiative and work without continual supervision
- Multi-tasking/prioritisation – the nature of our work means that you will need to be good at time management, deciding what to focus on and when.



We seek colleagues who are: team players; able to work on their own initiative; value driven; kind and patient; creative and resourceful; tenacious; adaptable and resilient; collaborative; diligent; good at multi-tasking; focused; and punctual.

We are none of us perfect, but we like to think we are much of these things and we want to find new colleagues who are too.

What's next?

If you feel this role could be for you, please send an up-to-date CV and brief cover letter (the latter no more than one side of A4) as to why you feel this could be the position for you.

As we are creating a new business, the interviews will be administered via the existing company, so please submit your application to: ideas@urbanfoundry.co.uk (please do not send hard copies).

Applications must be received by 5pm on Wednesday 27th October 2021.

We are happy to have informal discussions if you would like to talk it over before applying, if so please contact us via the above email address.

We aim to interview shortlisted candidates on 1st/2nd November, with the successful candidate starting as soon as possible after that.

Subject to any changes in COVID19 restrictions, the interviews will be conducted in person at the venue.