



emmaus
Greenwich



Application Pack

Catering Coach / Community Chef

Working together to end homelessness

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Abbe Pierre
Emmaus Founder





Dear Applicant

Thank you for showing an interest in working for Emmaus Greenwich.

We are looking for a Catering Coach (Community Chef) to join our team, who will be responsible for the support and training of all Companions involved in catering roles to help improve their confidence and competence, management of the kitchen, responsible for creating healthy and nutritious menus for the Community, adhering to any special dietary requirements.

Successful applicants will be part of the Community Support team, led by the Community Manager and will have key responsibilities within that team. We are looking for someone who has worked previously in a care environment. A friendly nature is a must as well as experience working with different dietary and allergy requirements.

So, if you are a competent Cook and have good communication skills, with the ability to train and support people with a variety needs and have a positive “can do” attitude and motivational attitude we would love to hear from you. You will be joining a friendly and enthusiastic team who are passionate about what they do. We would particularly welcome applications from candidates from a background of supporting vulnerable adults into work, job coaching, mentoring and training.

This pack provides you with useful information about our organisation, the job vacancy and the application process. Please take the time to read this pack and our website to find out more about our charity, community and social enterprise.

To apply please send your CV and supporting statement showing how you meet the person specification by the 29th January 2024 to info@emmaugreenwich.org

Interviews to be held on the week commencing the 5th February 2024, please be prepared for this interview date. If you would like to arrange an informal discussion about the role, please email me at: info@emmausgreenwich.org

Best wishes,
Sofia Barbosa CEO,
Emmaus Greenwich

About Emmaus



Our vision

A world in which everyone
has a home and a sense of
belonging

Emmaus Greenwich is a unique charity that offers a home, work and individual support to people who have experienced homelessness and social exclusion. We don't just give people a bed for the night; we offer a home, meaningful work and a sense of belonging.

At the heart of Emmaus Greenwich is our companions. Companion is the name given to those who live in an Emmaus community and contributes to the social enterprise, where they support themselves and one another. Living in a stable environment with the opportunity of work and individually tailored support helps our companions to regain lost self-esteem and the confidence needed to get back on their feet.

Emmaus provides a home for as long as someone needs it. This gives people the opportunity to take stock of their lives, deal with any issues they might have and often re-establish relationships with loved ones. Since opening in 1994, Emmaus Greenwich has steadily grown and we now have the capacity to support 32 companions at any one time. There are currently over 850 Companions living at 29 Emmaus communities across the UK.

The majority of our charity's income is generated in our social enterprise which includes our four charity shops based Online, in Plumstead, Lewisham and Poplar. We also run regular outreach projects, offering support to some of the most vulnerable people in the capital. Companions can work in every area of our social enterprise, directly contributing to our charity whilst gaining skills and valuable work experience.

We offer an individual holistic package of support and a tailored development plan to support each companion develop new skills (or build on existing ones) to boost their confidence, improve mental and/or physical health and wellbeing and increase employability.

Working at Emmaus Greenwich can be demanding at times but it is also very rewarding, especially seeing people overcome challenges and achieve their goals. No two days are the same at Emmaus and you can be sure of a diverse mix of people to keep every day interesting. In addition to work within our charity, there is also the opportunity to volunteer in solidarity activities to support individuals and groups in greater need.

Emmaus Movement

Emmaus Greenwich is an independent local charity that is governed by a board of trustees. Whilst our work is focused locally, we are also part of a much wider Emmaus movement.

We are proud and active members of the Emmaus UK federation, Emmaus Europe and Emmaus International. The roots of Emmaus stretch back to Paris in 1945 and since then, more than 400 Emmaus groups have been established in 41 countries around the world.

The first Emmaus in the UK opened in 1991 and Emmaus Greenwich was the third to open in 1994. There are now 30 Emmaus communities in the UK with more than 850 companions living at communities stretching from Glasgow to Dover. No two Emmaus communities are the same – each has its own individual personality, providing a set of services that meet the needs of its local area.

Across the globe, all Emmaus groups have the same values whilst operating in very diverse social, economic and political contexts. All share the same goal; acting against the causes of poverty and being vehicles for social transformation through allowing the poorest to become actors in their own lives.

Find out more about the roots of Emmaus and how the movement has developed to serve people in need: emmaus-international.org/en



How Emmaus works

Unlike a lot of provisions for homeless people, Emmaus communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing, a holistic support package, a small monthly allowance, holiday and travel money, as well as money into a savings pot.

In return, we ask:

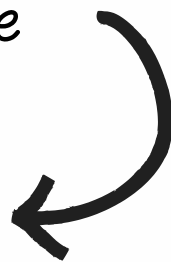
- That companions work (volunteer) for 40 hours per week, or give as much time as they are able, in the community's social enterprises
- That they behave in a respectful way towards one another
- That no alcohol or illegal drugs are used on the premises
- That they sign off all benefits, with the exception of housing benefit

Meet Jas



"I was at Emmaus Greenwich for 6 years before moving on in 2019. They were so, so good to me. They took me off the streets, gave me a home, a community and opportunities for the future. While I was a companion, I was trained to work the till, provide customer service, and help in the van by preparing orders for collection and delivery.."

Read Jas's full story here



Solidarity Initiatives

Emmaus Greenwich Solidarity Initiatives programme supplements existing services and contribute to reducing food poverty, furniture poverty and homelessness in Royal Borough of Greenwich.

Our programme includes Furniture Aid, Solidarity Point, Home for Now projects and aims to make meaningful impact on the lives of individuals and families in Royal Borough of Greenwich. It is focused on supporting local authorities, homelessness charities and advice service to increase availability of appropriate support for people at risk or experiencing homelessness.

Furniture Aid project aims to make a social impact on those that cannot afford furniture by providing them with household essentials. We have helped young people leaving care to furnish their first homes, formerly homeless families moving from temporary accommodation into a permanent home.

Solidarity Point is a community food and support outreach programme and campaign enabling people at risk of homelessness to connect with services. By promoting early intervention, Solidarity Point empowers people to seek help pro-actively, encouraging a culture of mutual aid.

Home for Now is a 12-week programme supporting people with experience of migration and at risk of homelessness. We aim to work with local authorities, homelessness charities and advice service providers with focus of increasing availability of appropriate accommodation for people experiencing homelessness due to unclear or limited entitlements.



Emmaus Greenwich' impact

Street Souls is one of the Solidarity Initiatives projects led by Emmaus Greenwich. Street Souls stands as a powerful example of solidarity, not charity. While charity often involves one-sided giving from a position of privilege to those in need, solidarity embodies a different ethos. Solidarity implies a sense of unity, shared purpose, and mutual support among all members of the community, regardless of their circumstances.

Since July 2023 we served **624** meals.

Companions dedicated **93** hours of their time to prepare food in our communal kitchen.

Volunteers donated **87** hours to drive our vans and deliver the meals to Street Soul's sessions.

We delivered **31** sessions in the community.

Each session provides a sense of belonging to over 20 people at one given time – encourages conversation, self-help, and resilience. For those living in the community, cost of living crisis makes it difficult to cover the cost of hot meal, heating or getting advice.



Read more about
Emmaus Greenwich
here



Job Description

Job Title

Catering Coach

Reports to

Community Manager

Location

Plumstead, London

Overall purpose of the job

- To support and training of all Companions to help improve their confidence and competence in the kitchen
- Management of all aspects of running a busy Community kitchen.
- Plan, prepare and cook a variety of meals for the all community which are appealing, nutritious and adhere to any special dietary requirements
- Control and management of the food related budgets, stock control and related H&S.

Accountabilities

Companion Development

- Ensure effective induction of Companions into catering roles.
- Train, mentor, and coach Companions to prepare healthy food on a budget.
- Support companions to gain confidence in developing creative and diverse meals.
- Supervise Companions and any others involved in the preparation of food, and ensure they observe approved kitchen procedures.

Community

- Plan, prepare and cook a variety of meals for the all community which are appealing, nutritious and adhere to any special dietary requirements
- Have effective control of the Community catering expenditure.
- Ensure sufficient food stocks are ordered and received from approved suppliers and that stock rotation is taking place to maintain optimum freshness of all food stuffs.
- Reduce food waste.
- Contribute to the overall Community Strategy.
- Supporting and enhancing the Community ethos.

Health & Safety

- To understand and comply with all statutory and legal requirements which are relevant such as HACCP, Health & Safety, COSHH, Environmental Health.
- Implement, monitor and maintain cleaning schedules that meet the requirements of the Food Safety Manual, and ensure that all areas of the kitchen are immaculately clean. This will include the washing up of pots, pans and dishes when required.

General

- Participate in and support events.
- Promote teamwork and motivate staff to ensure effective working relations and communication.
- Willingness to work flexibly, including out of hours.
- Perform any other tasks or duties deemed necessary by the Senior Leadership Team.
- To apply sound 'value for money' principles in undertaking purchasing or supply of goods and services. To work within budgets to enable the community to be self-sufficient
- To always act in a way which maintains the good reputation of Emmaus Greenwich; upholding the policies and procedures of Emmaus. To strive to preserve good working relationships with Staff, Volunteers, Companions, and the Trustees, keeping the appropriate key personnel well informed of significant matters relating to the Community
- To understand and work in accordance with the principles of Emmaus UK and uphold its values and ethos

Person Specification

Essential

- A minimum 2 years' experience of working within a catering environment and management responsibilities.
- NVQ Level 2 in Food Preparation/Catering qualification
- Knowledge of current food legislation in regard to food hygiene and health and safety in the workplace.
- Able to prepare, cook and present food to meet quality, cost and to health and safety standards.
- Knowledge of the use of commercial catering equipment and domestic cooking appliances.
- Experience of working with, and relating to, a diverse range of people.
- Awareness and understanding of equal opportunities.
- Experience in maintaining professional boundaries.
- Willingness to work flexibly including out of hours.
- Health and Safety, food handling and hygiene, manual handling, first aid, risk assessments.

Desirable

- A minimum 1 years' experience of working within a catering environment management responsibilities.
- NVQ Level 2 in Food Preparation/Catering qualification
- Knowledge of current food legislation in regard to food hygiene and health and safety in the workplace
- Able to prepare, cook and present food to meet quality, cost and health and safety standards.
- Knowledge of the use of commercial catering equipment and domestic cooking appliances.
- Experience of working with, and relating to, a diverse range of people.
- Willingness to work flexibly including out of hours.; Health and Safety, food handling and hygiene, manual handling, first aid, risk assessments.

Personal Characteristics

- Confident and competent manager of staff.
- Strong emotional resilience and able to identify when external support is needed for self and others
- Compassionate
- Recognise, respond and adapt appropriately to change
- Flexible and adaptable to meet the needs of the community and business Have an understanding of and belief in equality
- Effective communication skills - including written, verbal, listening skills
- Enthusiastic with a 'CAN DO' attitude
- Ability to interpret complex situations/problems and identify solutions which meet individuals and organisational needs
- Able to answer people's concerns 'on their feet'
- An understanding of and empathy for the work of Emmaus, and an ability to uphold Emmaus values
- Clear professional boundaries

Other Core Competencies

- Engaging with others
- Dealing with challenges
- Planning and organising with good time management and ability to prioritise
- Engaging with people in a positive way, to make sure messages are easily understood and people are valued and respected
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Emmaus Package

- Salary of £24,000- £26,000 per annum depending on experience
- Working Hours – 40 hrs/week 5 days over Monday to Saturday
- Annual Leave – 25 days per annum, plus 8 bank holidays
- Pension – An auto-enrolment pension arrangement is in place
- Training & Development – Individually tailored induction, training and development
- Employee Assistance – A 24/7 employee assistance scheme is available
- Flexible hours including on call duties
- 6 months probationary period

Safeguarding & Right of Work

The role will involve working with Companions and in the Community, therefore the role will need to have a Disclosure and Barring Service (DBS) check carried out. This is to check the criminal records and that the person is not barred from working with 'adults at risk'. Some Companions can be classed as adults at risk. An adult at risk is anyone that has one or more of the following:

- Does not understand certain decisions or transactions
- Are unaware of their rights or how to complain Have communication difficulties
- Have limited life experiences
- Are socially isolated
- Have low self esteem
- Are dependent on others for their basic needs

The additional details form is needed to check any previous convictions. After interviews, the successful candidate will need to provide evidence of right to work in the UK and complete a DBS check.

Contact

To Apply

To apply please send your CV, covering letter and a one page explanation of how you meet the person specification to info@emmausgreenwich.org by 5pm on the 29th Jan 2024. Those shortlisted will be invited to an interview to be held on the week commencing the 5th Feb 2024.



Charity Number: 1064472

Company Number: 3422357
