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**Kitchen & Catering Coordinator Job Description**

Do you have experience working with communities in a professional kitchen setting? We’re looking for a Kitchen & Catering Coordinator to oversee our commercial kitchen in Brixton and generate income through our catering offer.

At Healthy Living Platform we make it easier for us all to live more healthy and sustainable lives. Our focus is on connecting communities through food across Lambeth. The Healthy Living Platform Community Kitchen is a welcoming and versatile space for a variety of cooking-based activities. Alongside Lambeth Accord and with support & investment from Lambeth Council Public Health this kitchen provides a space for community groups, local businesses, charities, and organisations to work on new and exciting ventures.

The expertise and variety of our Food Ambassadors dishes forms the USP for our catering offer, which has grown from strength to strength over the last 18 months. We hope to develop this further to generate income for Healthy Living Platform’s other projects.

**Location:** 336 Brixton Road, London, SW9 7AA

**Hours:** full-time

**Salary:** £30,000 (plus £2k performance-based bonus)

**Start Date:** May 2024

**Term:** 1-year fixed term

**Main Responsibilities:**

* Proactively identify new sales and promotional opportunities for community kitchen hire and our catering services.
* Responsible for budgeting and achievement of sales, costs and net profit targets through catering and community kitchen hire.
* Create a directory of Food Ambassador specialities to support in promoting our vast catering offer.
* Develop example menus for potential customers which reflects Healthy Living Platform’s food policy and variety of cuisines represented among our Food Ambassadors.
* Work alongside our Food Ambassador Lead to create a smooth transition from our food education pathway and into voluntary & paid opportunities with HLP.
* Form strong, supportive relationships with Food Ambassadors.
* Fair and effective communication of paid work opportunities through catering requests, organising logistics to ensure high quality service.
* Act as a food-mentor to Ambassadors, supporting with cooking on projects when needed.
* Help ensure Food Ambassadors are ready and able to take on professional external catering contracts from start to finish.
* Implement a weekly cooking project, working with Food Ambassadors to cook fresh meals which can be sold across the community at a low-cost.
* Deliver cookery workshops and sessions with the community on a variety of topics, when capacity and funding allow.
* Manage and develop the kitchen booking system.
* Respond to kitchen enquiries and deliver inductions for new clients to ensure that health and safety guidelines are followed during bookings.
* Maintain consistent housekeeping – organising for deep cleans regularly and following all health & safety requirements.
* Working flexibly and collaboratively across HLP teams and projects with and for the community.

**Required Skills:**

* Warm, approachable nature
* Experience of managing multiple workloads with various deadlines
* Excellent communication skills
* Experience of income-generating projects
* Understanding of an operating commercial kitchen
* Experience in food production, catering and/or hospitality
* Experience in delivering kitchen-based workshops (desired)
* Commitment to equal opportunities and diversity
* Level 3 Food Safety & Hygiene Training (or willing to take)
* Flexibility to travel and work out of hours when necessary

To apply, please send a copy of your CV and a cover letter outlining your suitability to [contactus@healthylivingplatform.org](mailto:contactus@healthylivingplatform.org) by **9am on Tuesday 30th April**. Please clearly state in the subject line the vacancy you are applying for.