



The Hextol Foundation

Kitchen Supervisor Job Description

Purpose of the Job

To contribute to the successful operation of Hextol Tans Café by preparing and serving high-quality vegetarian and vegan food whilst supporting beneficiaries with learning differences and/or mental health needs to develop workplace skills, confidence and independence.

Lines of Responsibility

Directly responsible to the Hextol Tans Manager.

No formal line management responsibility. However, the role includes day-to-day supervision, coaching and support of beneficiaries, volunteers and trainees working within the café.

Main Duties

- Prepare and cook high-quality vegetarian and vegan meals, cakes, soups and other menu items.
- Support the day-to-day operation of the kitchen café and organise kitchen activities during service.
- Deliver excellent customer service and maintain high presentation standards.
- Provide coaching, supervision and encouragement to beneficiaries and volunteers.
- Support beneficiaries to develop workplace skills, confidence and independence.
- Ensure compliance with food hygiene, allergen management, health and safety requirements.
- Assist with stock control, ordering and reducing wastage.
- Contribute to beneficiary reviews, learning plans and risk assessments.
- Work with the Tans Manager and CEO to develop the café and identify opportunities for improvement.
- Promote the welfare, dignity and safety of beneficiaries and comply with safeguarding policies and procedures.
- Complete routine administrative tasks as required.

Person Specification

Essential

- Enthusiasm for producing high-quality vegetarian and vegan food.
- Positive, encouraging and supportive approach when working with others.
- Ability to create an enjoyable, nurturing and safe working atmosphere for beneficiaries.
- Good communication, organisational and time-management skills.
- Ability to adapt and respond flexibly to changing demands.
- Commitment to Hextol values of inclusion, respect and opportunity.
- Ability to represent Hextol in a way that inspires confidence and trust.
- Satisfactory DBS disclosure for adults and children.

Desirable

- Level 2 or 3 Food Hygiene qualification.
- Experience of supervising others.
- Experience working in a catering kitchen, café or restaurant.
- Experience of stock management or menu planning.
- Experience of working with people who have learning differences and/or mental health needs.
- Teaching, coaching or training experience.
- Experience within a charity, social enterprise or supported employment setting.

Application Details

Please send completed application forms to contact@hextol.org.uk quoting reference: Tans Kitchen Vacancy.

Applications will be reviewed as they are received and interviews will be held on a rolling basis. Appointment will be subject to satisfactory references and an enhanced DBS check.