



**URBAN
SAINTS**

Cook/Kitchen Coordinator

Job Information Pack





**The vision of
Urban Saints is to
see young people
everywhere
walking with
Jesus.**



Urban Saints equips youth leaders with everything they need to disciple young people everywhere.

Through relevant training, high-quality resources, and a community to be supported and encouraged, we help leaders grow in confidence as they share Jesus - especially with young people who have no connection to church. Our vision is to see every young person given the opportunity to explore faith, wherever they are.



About Westbrook

Urban Saints Westbrook is a residential centre suitable for church, youth and school groups, set in 18-acres of mixed parkland near Ryde, on the Isle of Wight. Westbrook provides a safe and fun environment, founded on Christian beliefs. Westbrook can also provide a place where young people can express their faith and have the tools to learn more about it.

Purpose of the Role

The Cook/Kitchen Coordinator will be responsible for overseeing the day-to-day operations of the kitchen at Westbrook, preparing and delivering nutritious, balanced, and safe meals to the guests. This role combines hands-on food preparation with management duties, including menu planning, stock control, and maintaining a high standard of hygiene and food safety. The position requires flexibility in hours and scheduling to accommodate the needs of the bookings at Westbrook.



Key Responsibilities

- **Meal Planning & Preparation:** Design and prepare daily meals for bookings, in conjunction with the Westbrook Operations Manager, considering dietary needs, preferences, and any allergies. Ensure all meals are nutritious and cater to a variety of dietary restrictions (e.g., vegetarian, gluten-free).
- **Stock Management:** Maintain inventory of kitchen supplies, ensuring the stock of food, cleaning products, and kitchen equipment is up to date. Place orders for supplies as necessary and ensure proper storage and rotation of food.
- **Food Safety & Hygiene:** Oversee and enforce kitchen cleanliness, including maintaining hygiene standards and adhering to food safety regulations. Ensure all equipment is cleaned and maintained properly.
- **Staff Supervision:** Manage and guide any members of the wider Westbrook team who support with kitchen work (food preparation, provision and clear up), ensuring that tasks are delegated effectively and that all team members are working in a safe and efficient manner.
- **Budget Management:** Track kitchen expenditures and work within allocated budgets for food and supplies, ensuring cost-effective operations without compromising on food quality.
- **Collaboration & Communication:** Work closely with the Operations Manager and other team members to ensure the overall wellbeing of the youth residents, communicating dietary or scheduling concerns and updates as needed.

Key Responsibilities (continued)

- **Guest Engagement:** Build positive relationships with guests, supporting with meal planning when more specific requirements are necessary.
- **Flexibility in Hours:** Adapt to flexible and variable working hours as required, including evenings, weekends, or public holidays, to meet the meal schedules and needs of the bookings at Westbrook. Hours will be confirmed with four weeks' notice.
- **Other:** Attend weekly Westbrook team meetings and regular Urban Saints team meetings, and other Urban Saints commitments as reasonably required.

The above list of job duties is not exclusive or exhaustive, and the post holder may be required to undertake other duties that reasonably fall within the nature of the role and responsibilities of the post. There will be occasional out-of-hours work required.



About You

You will be a compassionate, organised, and reliable individual who is passionate about creating a welcoming environment for guests at Westbrook. The successful candidate will ensure that meals are nutritious and timely. You should be resourceful, able to manage inventory and adhere to health and safety regulations, while being sensitive to the unique needs of all guests.

Skills and Abilities

- Ability to prepare nutritious meals for large groups of people.
- Strong organisational skills with the ability to manage stock, resources, and other team members effectively.
- Ability to work independently and within a team, maintaining a calm and efficient work environment.
- Strong communication skills to interact with guests, staff, and external suppliers.



Knowledge and Experience

- Proven experience in a professional kitchen.
- Knowledge of food safety regulations and hygiene standards (e.g., at least Level 2 Food Safety Certification).
- Understanding of the needs of guests (young people and adults), and the ability to foster a positive and inclusive environment in the kitchen.
- Experience working in a residential setting or with young people (desirable).
- A relevant catering or hospitality qualification (desirable).
- First aid certification (desirable).

Personal Approach and Attributes

- Flexible and adaptable to varying work hours and requirements.
- Practical
- Proactive

Job Title: Cook/Kitchen Coordinator
Department: Westbrook
Responsible to: Westbrook Operations Manager
Terms: Fixed-term, seasonal
Salary: £13,867 - £14,667 per annum, dependant on experience (£26,000 - £27,500 FTE)
Location: Urban Saints Westbrook, Ryde, Isle of Wight
Hours: 20 hours per week (worked flexibly including evening and weekend work)
Start Date: 13th March 2026
End Date: 23rd October 2026



Christian Ethos

Urban Saints is a Christian charity, and Westbrook is the Urban Saints residential centre. Anyone applying for a role at Westbrook must be sympathetic to the Christian ethos and values of Urban Saints.

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Team Engagement

Infrequently, there may be a requirement for Westbrook employees to engage in wider Urban Saints team events, for example, a residential team gathering. This will be managed by the Westbrook Operations Manager.

DBS Check

Due to the nature of this position, any offer of employment with Urban Saints will be subject to a satisfactory DBS check.

Benefits

- 25 days annual leave plus bank holidays (pro-rated for part time roles)
- Pension Scheme: we contribute 6% to the Urban Saints pension scheme.
- Life assurance: you will receive life assurance cover to the value of four times your annual pensionable salary.
- Eight volunteering days: you will have an opportunity to volunteer for one of our events or a similar charity of choice (pro-rated for part time roles).

How to Apply

Please fill out our application form, which you can find at www.urbansaints.org/jobs We would rather you didn't use AI for your answers as we want the real you. We reserve the right to reject applications if we feel the use of AI has been excessive.

The closing date for applications is **Monday 2nd of February, midday**. Please note, we will be actively reviewing applications ahead of the closing date and reserve the right to close applications before this date.



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