

## Kitchen Administrator and Trainer

Permanent, part-time (7 hours per week), £4,000-£5,000 per annum

### Summary

We are seeking an enthusiastic, competent, organised individual with kitchen/catering experience to organise, oversee and train others in kitchen management and catering across a variety of ministry activities.

### About St Ebbe's

St Ebbe's is a community of around 1000 people made up of families, locals, students, international visitors, retired and more. We have four services each Sunday during university term, with a range of activities throughout the week. We are evangelical and Anglican, though we have many members from other backgrounds.

Our vision is to see God honoured through the foundations of the Bible and prayer to:

- Reach out to non-believers with the good news of Jesus
- Build up Christians as disciples of Christ
- Send out Christians to serve Christ in Oxford and the world

### Areas of responsibility

Reporting to the Operations Manager, the Kitchen Administrator will be responsible for:

#### ***Maintaining kitchen systems***

Overseeing admin, ensuring checks are carried out regularly.

#### ***Compliance***

Knowledge of and adherence to food hygiene regulations and St Ebbe's kitchen and catering procedures.

#### ***Training***

Making sure those who use the kitchen are fully trained in all aspects of kitchen and food hygiene.

#### ***Catering planning***

Assisting with planning meals for large numbers and, on occasion, cooking.

### Personal qualities and experience

- Someone who is sympathetic to the aims of the church's ministry.
- Project management/planning skills, along with attention to detail, accuracy and quality.
- Effective training skills, with the ability to work well within the wider team.
- Level 3 Food Hygiene certificate, or Level 2 with a willingness to obtain Level 3 within probationary period.
- Good practical understanding of food hygiene and similar regulations.
- Experience of large-scale catering events is desirable.
- Experience of managing or overseeing the work of others is desirable.

To apply, please complete an application form and send it, along with your CV, to Alyson Grove, PA to the Minister (Operations): [alyson.grove@stebbes.org](mailto:alyson.grove@stebbes.org). The form is available on our website ([www.stebbes.org/jobs](http://www.stebbes.org/jobs)).