



JOB DESCRIPTION AND PERSON SPECIFICATION

KITCHEN LEAD

JOB TITLE	Drop In Kitchen Lead
JOB PURPOSE	To manage and oversee the weekly meal provided at the drop in
REPORTING TO	Chief Officer
HOURS	7 hours per week (Wednesdays)
SALARY	£12.95 p/hour
LOCATION	The Bridge, 43 Melton Street, Leicester LE1 3NB

Hours: 8am - 3pm (7 hours per week)

Day: Wednesdays

When: Ongoing - Immediate start

Location: The Bridge, 43 Melton Street, LE1 3NB

RESPONSIBILITIES AND DUTIES

Job Description

We are looking for an experienced kitchen manager, who can lead our kitchen at our weekly drop in. You'll oversee a small team of volunteers in serving drinks, and be in charge of preparing and serving vegetarian hot lunches to the group attending our weekly Hub session (around 70 meals).

Duties will include being responsible for the weekly ingredients shop, planning, preparation and serving of hot meals and also to ensure the kitchen is left as found as we share the premises. The successful person will need to be confident to train our existing volunteers (most of whom are refugees, or people seeking asylum) in food hygiene and basic food preparation - this will increase their skills and employability.

You'll also need to ensure that all documentation with regards food hygiene and health and safety is completed every week, ensuring that the kitchen maintains our 5 star food

hygiene rating.

PERSON SPECIFICATION

Essential Qualifications / Knowledge / Experience

- Level 2 (preferable level 3) Food Hygiene Certificate is essential.
- Planning and preparation of cost effective meals
- Knowledge and experience of Food Hygiene standards, and of completing the paperwork required of a council inspected kitchen - we have recently received a Food hygiene rating of 5.

Desirable

- Experience of leading and training a kitchen team.
- Experience of working or volunteering with a charity
- Lived experience
- Additional language skills

Skills / Abilities

- Ability to lead, and work as part of, a team and with a wide range of people.
- Ability to work with minimal supervision and use own initiative
- Ability to plan and prepare cost effective meals
- Good communication skills – including with people whose first language is not English.
- Systematic approach to ensuring high hygiene standards are maintained, and paperwork is completed each week.

To make an application, please send your CV and covering letter outlining your suitability for the role to contactus@leicester.cityofsanctuary.org.

Applications close on 28th November, 2025.

All shortlisted candidates will be invited to visit the drop in prior to interview as an opportunity to see how we work.

All enquiries about this role should be sent to: contactus@leicester.cityofsanctuary.org