



## Kitchen Manager

### Job Description

**Responsible to:** Head of Youth Enterprise

**Hours:** 35 hours pw

**Salary:** £27,272-£29,317

**Benefits:** 25 days holiday (plus stat holidays), employer pension contributions. Enrolment onto medicash healthcare scheme. Annual duvet day allowance.

**Duration:** 1 year FTC, with possibility of extension

**Location:** The Royal Hospital for Children and Young People, Little France, EH16 4TJ

### About the Candidate

Scran Academy is an Edinburgh youth work charity, supporting young people facing poverty and trauma to succeed through our innovative education and employment programmes.

We exist to alleviate poverty and provide opportunities for all young people, no matter their background or barrier. How we do this by creating real-life experiences and positive adult relationships in professional kitchen settings that help shine a light on the strengths and aspirations of young people.

We're currently looking for a **talented, experienced catering professional** to join the frontline team in our exciting new café site at the Royal Hospital for Children and Young People.

The successful candidate will be an experienced catering all-rounder; a talented cook with experience of looking after complex kitchen processes. Someone with a strong track record of monitoring and maintaining rigorous and detailed HACCP systems, managing food prep and service at the very highest standards of hygiene and safety.

They will also be deeply passionate about maximising the potential of all young people, and be ready to create a kitchen environment that supports and welcomes young people with diverse backgrounds and unmet needs. Our Kitchen Manager will therefore be ready to inspire and be inspired by young people. Working with placements on our employability programme will be part of the fabric of the job, supporting many in what might be their first professional environment, so compassion, patience and a non-judgemental approach are essentials.



## About the Role

**This is not your average Kitchen Manager role.** This is an exciting opportunity to shape our flagship employability café within the NHS Royal Hospital for Children and Young People, supporting young people to thrive in a professional catering environment. This role sits at the heart of our dynamic charity, and is critical to delivering both **strong business outcomes and meaningful social impact**.

The role is **the central operational lead** in our newly opening café at the Royal Hospital for Children and Young People, leading on compliance and logistics by **maintaining the very highest standards of hygiene and due diligence**, and coordinating with wider NHS facilities management systems to make sure the café is seamlessly integrated with building operations.

This role is also critical to maintaining the function of the café and kitchen as a **learning and employment environment for vulnerable young people**. A core part of the work will therefore be the delivery of supportive in-work training and activity, providing young people with professional skills and confidence.

The role will provide day-to-day **leadership for a dedicated team of four workers** and two volunteers, and be supported by experienced Scran catering staff who will assist with on-site support for the initial weeks after opening. **Full operational and pedagogical training will be provided** through a thorough induction process to ensure the post holder is equipped to succeed in this impactful and rewarding role.

**This role embodies our values: We Love, We Trust, We Unite and We Lead:**

**We Love** – the successful candidate will nurture young people. They will care deeply and see all behaviour as communication that deserves a dignified response. They will be non-judgemental and take a trauma-informed approach.

**We Trust** – the successful candidate will believe in the potential of young people. They will trust them to be the expert of their own life and circumstance. They will support young people to take responsible steps in learning, work and life.

**We Unite** – the successful candidate will courageously bring young people together. They will aim to create safe spaces where stepping outside comfort zones is supported and encouraged.

**We Lead** – the successful candidate will see all young people as leaders in their own lives. They will be ready to both lead and be led by young people. They will listen and provide a platform for young people to lead their learning and thrive.



## **Job Description**

This is an exciting role, with elements of food preparation and youth work, around a core of excellent customer service and relationship building.

Working directly with the Head of Enterprise and Catering Operations Manager, the Kitchen Manager is accountable for the smooth and financially successful running of our café at the NHS Royal Hospital for Children and Young People.

## **Main Responsibilities**

### **Lead the social and commercial impact of the café**

- Monitor and maintain food management and cleaning processes that ensure the café operates with the very highest standards of hygiene and due diligence
- Provide an outstanding food and drink offer for frontline NHS staff and wider building users
- Lead and supervise a small staff team in delivering commercial and social objectives in the café
- Connect to customers, providing service that makes them want to come back
- Support the function of the café as a community hub
- Help create, develop and communicate the potential of the café
- Meet sales targets and stick to budgets
- Place orders and work with suppliers

### **Support the delivery of education and employability outcomes for young people**

- Provide a confidence-building, inspiring environment for young people
- Coordinate with young people and the youth work team to create meaningful positive work experience placements in the café

### **Develop relationships with our NHS partners**

- Be a go-to for any immediate operational details on site at the café
- Engage with regular site liaison meetings and develop direct relationships with key operational staff within the building.
- Identify opportunities to maximise mutual benefit in the partnership, and work with colleagues to implement these
- Contribute to events and building-user outreach schemes through the café

### **Participate as part of the wider Scran staff team by:**

- Engaging in regular and ad-hoc meetings with the Scran Academy team
- Undertaking any necessary training and development.
- Carrying out all duties in accordance with Scran policies and procedures.



- Delivering any other duties appropriate to the role as agreed with line manager.
- Upholding the values and ethos of the organisation.

Person specification and application process below.



Criteria	Essential	Desirable
<b>Qualifications and Personal Development</b>		
Intermediate food hygiene (level 3) or equivalent	•	
<b>Experience in sector</b>		
3 years experience working in a professional food environment	•	
Experience of managing in a café or restaurant role	•	
Experience of a customer-facing hospitality role	•	
Experience of managing or maintaining highest level of HACCP systems	•	
Experience of NHS or statutory sector FM systems and processes		•
Experience of kitchen management in the statutory/health care sector		•
Experience of working with young people from a range of backgrounds and in different settings	•	
Experience of managing complex logistics		•
Experience of delivering cookery training		•
Experience of partnership working		•
<b>Financial Management</b>		
Experience of GP calculations and working to budgets	•	
Experience of maintaining catering stocks and supplies	•	
<b>Competencies</b>		
Quality focus – has high professional standards and a strong alignment to organisational objectives	•	
Communication – communicates effectively with a wide range of stakeholders - including customers, young people and wider stakeholders	•	
Organisation – plans thoroughly and keeps information orderly, trackable and secure.	•	
Decision making – shows dynamic problem-solving abilities	•	
Compassionate – caring and non-judgemental, with excellent listening skills – sensitive to the diverse backgrounds and needs of both young people and building users	•	
Courageous – thrives outside comfort zone	•	
<b>Administration</b>		
Excellent IT skills and knowledge of Microsoft Office Applications		•
Strong organisational skills and experience of working to deadlines		•
Excellent attention to detail		•
<b>Other</b>		
Eligible to join PVG Scheme Membership Scheme	•	
Full, clean driving licence		•



To apply, please send a CV and a cover letter of no more than 500 words stating why you are the best fit for the role and any other relevant information you would like to highlight to [jamie@scranacademy.com](mailto:jamie@scranacademy.com)

Please send applications by 9am on Thursday 1<sup>st</sup> May 2025.

Shortlisted candidates will be invited to interview by Friday 9<sup>th</sup> May 2025.

Interviews will be held on the 19<sup>th</sup> May 2025.