THE BRICK PROJECT SHOP WORKS GIVING REUSE

QUEENS HALL ACTION ON POVERTY

Cook – Brick Works Night Shelter

Reports to: Brick Works / Night Shelter Manager

Salary: £12,239.50 per annum

Hours: 17.5 hours per week – 4pm to 7.30pm, five days per week (3.5-hour shifts)

Holiday: 22 days per annum, pro rata for part-time hours

Location: Brick Works Night Shelter, Wigan

Contract: Contract arrangements to be confirmed

To apply: Please send your CV and a short covering statement telling us about your cooking experience and why you would like to work at The Brick. Please upload using this link https://hr.breathehr.com/recruitment/vacancies/49444

About The Brick

The Brick is an anti-poverty and homelessness charity working alongside people and communities across Wigan and Leigh. We believe every person has worth, strengths and potential, whatever they have been through. Our work is rooted in dignity, trust, relationships, practical support and hope.

We provide housing, support, food, reuse, volunteering and community-based services for people experiencing poverty, homelessness, crisis and exclusion. We believe in second chances and creating the conditions in which people can rebuild, belong and thrive.

Purpose of the role

A warm meal can make a real difference to someone who has spent time sleeping rough. We are looking for a reliable, caring Cook to prepare and serve an evening meal for people staying at our Brick Works Night Shelter.

You will take responsibility for preparing nutritious, affordable and welcoming meals within the agreed budget, ensuring the kitchen is clean, safe and well organised. You will work alongside the shelter team, treating everyone with dignity and respect and contributing to a calm, supportive environment.

Key responsibilities

- Plan, prepare, cook and serve a nutritious evening meal during each shift, taking account of the number of residents and available ingredients.
- Adapt meals where reasonably possible for dietary requirements, allergies, cultural needs and medical needs, following agreed procedures.
- Manage food safely, including appropriate storage, labelling, temperature checks, stock rotation and prevention of cross-contamination.
- Keep the kitchen, equipment and food preparation areas clean and tidy and complete the required cleaning and food safety records.
- Work within the agreed food budget, make good use of donated ingredients and help reduce avoidable food waste.
- Check supplies, flag shortages promptly and coordinate with colleagues on food deliveries and stock.
- Communicate respectfully with residents, staff and volunteers and maintain appropriate professional boundaries.

- Follow health and safety, fire safety, infection prevention, safeguarding and incident-reporting procedures; raise concerns promptly.
- Work cooperatively with the shelter team to ensure mealtimes are organised, welcoming and inclusive.
- Carry out other reasonable duties appropriate to the role and the needs of the service.

Person specification

We are looking for someone practical, dependable and kind, who can work independently and take pride in providing good food to people at a difficult point in their lives.

- Experience of preparing and cooking meals for groups, whether in paid work, volunteering or a comparable setting.
- Good understanding of food hygiene, safe food handling and allergen awareness; a relevant food safety qualification is desirable, or willingness to complete training.
- Ability to prepare simple, nutritious meals on a budget, manage time well and keep an organised kitchen.
- A calm, friendly and non-judgemental approach, with empathy for people experiencing homelessness and complex challenges.
- Ability to work reliably during the stated 4pm–7pm shifts and communicate effectively with colleagues.
- Willingness to follow safeguarding procedures, maintain confidentiality and uphold The Brick's values of Community, Compassion and Courage.

Safeguarding and equal opportunities

The Brick is committed to safeguarding adults, children, staff and volunteers. Appointment will be subject to appropriate safer-recruitment checks, including a DBS check at the level legally eligible for this role.

We welcome applicants from different backgrounds, including people with lived experience of homelessness or poverty. We want a workplace where people are treated fairly and with dignity.

How we work

People come first at The Brick. Our kitchens and accommodation services should be safe, welcoming places where practical help is delivered with compassion, consistency and respect.