

JOB DESCRIPTION

Job Title:	Chef
Date prepared:	August 2026
Location:	Penny Brohn UK National Centre in Pill, Bristol.
Main purpose of job:	To work in the kitchen team, delivering high-quality nutritious meals that support the wellbeing of clients, hospitality guests, staff and visitors. To ensure all food preparation meets health and safety standards and reflects Penny Brohn UK's ethos of holistic care.
Reporting to:	Head Chef
Relationships:	The Chef will work collaboratively with colleagues across the Client Wellbeing, Hospitality and Fundraising teams. Close collaboration across the organisation is essential, along with a sensitive, client and customer-centred approach in all interactions.

Key Responsibilities:

- Plan, prepare, and deliver healthy, balanced meals aligned with nutritional guidelines to meet the needs of Penny Brohn UK's clients as they attend in-person services at the National Centre.
- Support fundraising and organisational events and all other catering requests.
- Assist and support with kitchen operations, including stock control, ordering, and budgeting.
- Work alongside other members of the kitchen team as well as working alone when directed by the Head Chef.
- Ensure compliance with food hygiene and health & safety regulations.
- Develop seasonal menus that cater to dietary requirements and preferences.
- Maintain a clean, organised, and efficient kitchen environment.
- Contribute to wellbeing initiatives through food education and engagement.
- Support with front of house and Kitchen Porter duties during busy periods.

Person Specification

E = Essential, D = Desirable

Qualifications:

- Level 2 Food Hygiene Certificate (E).
- Professional chef qualification or equivalent experience (E).

Skills & Experience:

- Experience managing a kitchen team and operations (E).
- Knowledge of nutrition and healthy eating principles (D).
- Knowledge and experience of working with dietary requirements and allergies (D).
- Strong organisational and time management skills (E).
- Experience in catering for diverse dietary needs (D).

Personal Attributes & Competencies:

- Passion for healthy, nutritious food (D).
- Ability to work independently as well as lead and motivate others (E).
- Flexible and adaptable approach (E).
- Flexibility to work across weekdays, evenings and weekends (E).
- Excellent communication skills (E).
- Commitment to Penny Brohn UK's values and ethos (E).

This job description is not exhaustive and will be reviewed, in consultation with the post holder, from time to time and amended in the light of the changing needs of the charity.