

Scran Kitchen Supervisor

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. We do this by creating real-life experiences and positive adult relationships that help shine a light on the strengths and aspirations of young people. We use food, cooking and real-life responsibility through our café and catering social enterprises to build experiences and form relationships that change young people's lives.

We're currently looking for a talented, experienced Kitchen Supervisor to join the frontline team that helps young people develop in ways that are meaningful to them.

This is not your average Kitchen Supervisor role! This is an exciting opportunity to support the delivery of our flagship NHS employability café and to help young people thrive in a professional catering environment. Working as an essential part of our dedicated team, the successful candidate will help us deliver strong kitchen standards, reliable service and meaningful social impact.

We are therefore looking for an experienced, proactive chef who chimes with our values and takes pride in producing consistently good food. The successful candidate will work closely with the Kitchen Manager, supervise the kitchen team and take charge of day-to-day kitchen operations when the Kitchen Manager is absent.

Working with young people on employment and work-experience placements will be part of the fabric of the job. For many, this may be their first professional kitchen environment, so compassion, patience, clear communication and a non-judgemental approach are essential.

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 bring people together and help create a safe, respectful kitchen where teamwork, communication and stepping outside comfort zones are supported and encouraged.

We Lead – the successful candidate will lead by example and help young people recognise their own ability to lead. They will be ready to take responsibility when required, listen to others and provide a platform for young people to learn and thrive.

To apply please send a CV and a short covering letter telling why you think this role is right for you, to **david@scranacademy.com**

The deadline for this role is **Fri 14th August**, and interviews will be held on **Wednesday, 19th August**

Continue to the next page below for the role description.

The Role

Title: Kitchen Supervisor

Responsible to: Kitchen Manager and Head of Youth Enterprise

Hours: 35 hours pw

Salary: £24,725

Benefits: 25 days holiday (plus statutory holidays), employer pension contributions.

Duration: 1 year FTC, with possibility of extension

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

Scran Academy exists to help every young person, regardless of background or barrier, thrive in education, work and wider life. We help young people by providing empowering work experience, building confidence and professional skills by involving them deeply in our food enterprises. Our cafés and catering services are live working environments where high standards and social impact are delivered together.

We are looking for a skilled catering professional who can support the Kitchen Manager in the smooth running of the kitchen. The ideal candidate will be a hands-on chef who can organise preparation and service, maintain food quality and hygiene standards, supervise kitchen staff and support young people employed in or placed within the café.

The Kitchen Supervisor will normally work alongside the Kitchen Manager and wider café team. When the Kitchen Manager is away, the postholder will lead the kitchen, allocate duties, coordinate service and ensure all required food-safety, allergen and closing procedures are completed.

What a typical day looks like

An early shift may begin at 6:30am, preparing breakfast and getting the kitchen ready for service. From there, the day will include creative collaboration with young people and colleagues to plan, prepare and deliver lunch, alongside baking, batch cooking, food preparation, stock organisation, cleaning and preparation for the next service before finishing the shift. The work is varied and practical, so a broad range of kitchen experience is advantageous, with strong baking skills especially welcome.

We need someone who:

- Is an experienced chef with a passion and excitement for food.
- Brings broad practical kitchen experience; confidence and creativity in baking would be especially advantageous.
- Can supervise a kitchen team and confidently lead service when required.
- Instinctively maintains an immaculate CookSafe and HACCP environment.
- Understands allergens, portion control, stock rotation and waste reduction.

- Has experience of placing orders, checking deliveries and maintaining kitchen supplies.
- Communicate effectively with front-of-house colleagues and wider managers.
- Has a passion for supporting young people with a variety of presenting needs.
- Wants to help a growing charity achieve its outcomes.

Perks include-

- Primarily Monday-Friday day shifts. Shifts may begin at 6:30 am, allowing for early finishes and evenings off. Weekend work is very occasional but is required when needed, with suitable notice.
- Enrollment in the Medicash Scheme provides financial support for a wide variety of medical assistance.
- Generous holiday allowance.
- Being part of a dynamic, friendly team in a supportive working environment.

Continue to the next page below for the job description.

Job Description

This role presents an exciting opportunity encompassing food preparation, kitchen supervision, youth support and training, and relationship building, centred around the delivery of exceptional customer service and a high degree of hospitality professionalism.

The Kitchen Supervisor supports the Kitchen Manager in the safe, efficient and consistent operation of the kitchen. The role is practical and hands-on, with responsibility for food preparation, service, quality control, team support, stock awareness and food-safety compliance. The successful candidate will bring strong kitchen experience and demonstrate a commitment to excellence in all aspects of the job.

Main Responsibilities

Support the effective operation of the kitchen

- Prepare, cook and present a consistently high-quality food offer for customers.
- Support the Kitchen Manager to organise daily preparation, production and service.
- Lead the kitchen in the Kitchen Manager's absence, allocating duties and maintaining a calm, effective service.
- Supervise kitchen staff, young employees, volunteers and work-placement learners during their shifts.
- Work closely with front of house to communicate menu availability, allergens, delays and service priorities.
- Maintain agreed recipes, presentation, portion sizes and quality standards.
- Keep an exceptional standard of cleanliness and ensure opening and closing procedures are completed.
- Monitor and maintain HACCP-based food-management systems, CookSafe house rules and due-diligence records.
- Apply safe allergen procedures and ensure accurate information is communicated to colleagues and customers.
- Support stock control, supplier orders, delivery checks, date coding and stock rotation.
- Reduce avoidable waste and use ingredients, disposables and equipment responsibly.
- Report equipment faults, food-safety concerns, staffing issues or service risks to the appropriate manager.

Support the delivery of education and employability outcomes for young people

- Provide a confidence-building, inspiring and professionally realistic kitchen environment for young people.
- Give clear instructions, demonstrate practical tasks and provide constructive feedback.
- Adapt communication and support to individual needs without lowering food-safety or quality standards.

- Coordinate with young people and the youth-work team to create meaningful work-experience placements in the café.
- Support young people who transition from the Academy into Scran cafés, catering, the Scran Van and other professional environments.
- Contribute to the monitoring and recording of progress, achievements and support needs within the café.

Develop relationships with our NHS partners

- Support the Kitchen Manager and wider team with immediate operational matters on site.
- Maintain professional and positive relationships with NHS staff, customers, suppliers and partner teams.
- Contribute to events and community outreach activity delivered 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 Academy policies and procedures, including safeguarding and professional boundaries.
- Completing any other duties appropriate to the role as agreed with the line manager.
- Upholding the values and ethos of the organisation.

Continue to the next page below for the person specification.

Person Specification: Kitchen Supervisor

Criteria	Essential	Desirable
Qualifications and Personal Development		
REHIS elementary food hygiene (level 2) or equivalent	•	
REHIS intermediate food hygiene (level 3)		•
Experience in sector		
2 years' experience working in a professional food-preparation or chef role	•	
Experience of supervising staff in a café, restaurant or catering kitchen	•	
Experience of leading a kitchen service and allocating duties to others	•	
Experience of maintaining HACCP systems and food-safety records	•	
Experience of managing allergens and preventing cross-contamination	•	
Broad practical kitchen experience, particularly baking, pastry and menu development		•
Experience of working with young people from a range of backgrounds and settings		•
Experience of organising or supporting events and external catering		•
Experience of delivering cookery or workplace training		•
Financial and Stock Management		
Experience of stock control, ordering, portion control and waste reduction	•	
Understanding of gross-profit calculations and working to budgets		•
Competencies		
Quality focus – maintains high professional standards in food, hygiene and service	•	
Kitchen leadership – can lead calmly and effectively when the Kitchen Manager is absent	•	
Communication – communicates effectively with staff, customers, young people and stakeholders	•	
Organisation – plans thoroughly and keeps records orderly, trackable and secure	•	
Decision making – shows practical problem-solving ability under pressure	•	

Criteria	Essential	Desirable
Compassionate – caring, patient and non-judgemental, with good listening skills	•	
Teamwork – contributes positively and supports colleagues across kitchen and front of house	•	
Administration		
Able to complete food-safety, stock, handover and incident records accurately	•	
Basic IT skills and knowledge of Microsoft Office applications		•
Strong organisational skills and experience of working to deadlines	•	
Other		
Eligible to join PVG Scheme Membership Scheme	•	
Able to work early starts from 6:30am and very occasional weekends with suitable notice	•	
Full, clean driving licence		•