



Evergreen Care UK

Elderberries Cook – Job Description

Reporting to

Events & Community Lead

Location

Wilmington, with flexibility to support other locations across Bexley & Dartford

Day & Hours

Typically 11:30am – 3:30pm, plus approximately 1 hour for shopping/preparation (flexibility required to meet service needs), the café runs each Monday, except Bank Holiday and Christmas closures

Salary

£13ph

Direct reports

None

Role Summary

The Elderberries Cook plays a key role in delivering Evergreen Care UK's community café services. You will be responsible for the day-to-day running of the kitchen, preparing nutritious meals and contributing to a welcoming, relationship-led environment.

This is a practical, hands-on role with responsibility for ensuring the kitchen operates safely, efficiently, and to a consistent standard. Alongside food preparation, you will contribute to an environment where people feel comfortable, included, and connected.

About Evergreen Care UK

Evergreen Care UK is a charity rooted in a Christian ethos, guided by our values of Compassion, Dignity, Connection, and Trust. We welcome and serve people of all faiths and none.

Our services support people in later life to live independently, reduce loneliness, and remain connected to their communities. Our cafés play an important role in bringing people together, creating opportunities for connection through shared meals and conversation.

Key Responsibilities

Kitchen Delivery:

- Prepare and cook nutritious, home-cooked meals for approximately 35 guests per day
- Plan and deliver simple, balanced menus suited to a community café setting
- Ensure meals are prepared and served consistently to agreed standards

Environment & Experience:

- Contribute to a welcoming and inclusive café environment
- Engage positively with guests, supporting a friendly and relaxed atmosphere
- Work alongside volunteers and team members to create a strong sense of community

Standards, Safety & Compliance:

- Maintain high standards of cleanliness, organisation, and food presentation
- Ensure compliance with Food Hygiene and Health & Safety requirements
- Complete required records (e.g. temperature checks, cleaning schedules)
- Be aware of safeguarding responsibilities and report concerns appropriately

Stock & Organisation:

- Purchase ingredients within agreed budgets
- Monitor stock levels and minimise waste
- Ensure safe storage and rotation of food

Volunteer Support

You will contribute to creating a positive and inclusive environment for volunteers supporting the café.

- Provide day-to-day guidance to volunteers within the kitchen
- Support volunteers to feel confident, included, and clear in their role
- Work collaboratively to ensure smooth and effective delivery

Who We're Looking For – Essential

- Proven experience cooking for groups or in a similar setting
- Sound knowledge of food hygiene and health & safety practices

- Level 2 Food Hygiene (or willing to work towards it)
- Strong organisation skills and ability to work independently
- Reliable, practical approach to work
- Commitment to Evergreen Care UK's values and ethos
- Access to a car and a full driving licence

Desirable

- Experience in a community or café setting
- Experience working with or alongside volunteers

Our Values in Action

- Compassion – creating a welcoming and supportive environment
- Dignity – treating every person with respect
- Connection – contributing to a space where relationships can grow
- Trust – working reliably and consistently to agreed standards

What Success Looks Like

- The café is a welcoming, well-run environment where people feel comfortable and connected
- Meals are consistently prepared to a good standard
- The kitchen operates safely, efficiently, and in line with requirements
- Volunteers feel supported and confident in their role

Flexibility and Safeguarding

This job description reflects the core responsibilities of the role but is not exhaustive. As a small, values-driven organisation, flexibility and collaboration are essential.

The postholder will be required to undertake a DBS check and comply fully with Evergreen Care UK's safeguarding policies.