

RECRUITMENT PACK | August 2026

# Kitchen Manager

ChangeKitchen CIC is seeking an exceptional individual to join and manage our thriving kitchen team. Skills and experience required, yes, but kindness and compassion are equally essential to us.

*Is this you?*

PLEASE READ ON...

## OUR STORY

ChangeKitchen CIC is a social enterprise based in **Balsall Heath**, that began its journey of social impact, food justice, improving life opportunities and cooking up delicious, climate-friendly, plant-based menus back in 2010...

- ♥ **We believe random acts of kindness can change lives.**
- ♥ **We believe everyone has the potential to be amazing.**
- ♥ **We believe in a fairer, more compassionate world for all.**

The ChangeKitchen team, led by **Dr Birgit Kehrer**, was a small team that had big ambitions. We took over a former Birmingham drop-in centre and converted it into a commercial catering kitchen. *But hard work pays off...* and today we have an event catering business, a catering skills academy, a community foodbank, and play our part in the **Birmingham Food Justice Network**.

We cook tasty, **climate-friendly** meals from locally sourced ingredients, all **made fresh** with kindness and lots of love. Our environmental ethics mean lots of **recycling** and almost **zero food waste**.

ChangeKitchen CIC is also delighted to be the home of **The Social Supper Club**, started during the pandemic, **ChangeKitchen CIC | Kindness Café** and **ReadyMealsForGood™** - the latest addition to our social enterprise collective.

So, every event booking, every delicious meal, every artisan coffee, every tasty slice of cake means we can **Pay It Forward** to someone in our community who maybe in need of a little extra kindness.

Please take a few minutes to look at our website:  
[www.changekitchen.co.uk](http://www.changekitchen.co.uk)



**CHANGEKITCHEN CIC**

196-198 Edward Road, Balsall Heath, Birmingham B12 9LX

**07828 825 850 | [hello@changekitchen.co.uk](mailto:hello@changekitchen.co.uk) | [www.changekitchen.co.uk](http://www.changekitchen.co.uk)**

ChangeKitchen CIC is a Community Interest Company limited by shares. Registered in England No. 72779049.

## THE ESSENTIAL INFO

**Position:** Kitchen Manager, reporting to the General Manager and the ChangeKitchen CIC CEO.

**Working hours:** 37.5 hours per week and made up of flexible working days dependent on the business needs and event bookings. This will mean you being able to work evenings and/or weekends when needed and by mutual agreement.

**Location:** Our main kitchen is based at Jericho, 196-198 Edward Road, Balsall Heath, Birmingham B12 9LX but you will be working on sites across the wider West Midlands dependent on event bookings. A full, clean driving licence will be helpful.

**Salary:** £14 - £16 per hour, dependent on experience.

## WHAT TO DO NEXT

We're a small, friendly team so finding the right person is super important to us. Writing this, we also understand that starting a new role, in a new organisation, is a big change for you too. Our commitment is that we will work hard to make it an enjoyable process to apply, come along to meet us, and succeed in this position.

We really want you to grow with us, be able to contribute to the wider social business, and feel valued every day... even on the busy, deadline-driven days!

*Interested?*

**APPLICATIONS** The closing date and time for receiving your CV and interest is 23:59 on Sunday 30<sup>th</sup> August 2026. **Please note that the process is ongoing, and we may appoint before the end of the application period – don't delay.**

**STAGES** This role will follow a two-stage recruitment and interview for all applicants.

**STAGE 1:** Please email across your **CV** to express interest, and if successful, we will be in touch to arrange a **paid trial day** with you in our kitchen as soon as possible.

**STAGE 2:** Following your trial day, we will be in touch with candidates selected for **further interview**. ChangeKitchen CIC will contact you and request a **covering letter and arrange an interview slot** to get to know you better and find out more about why you would like to work with us.

**START** The sooner the better - *we're busier than ever so need you with us!*

**Your applications should be sent by email to [hello@changekitchen.co.uk](mailto:hello@changekitchen.co.uk).**

PLEASE NOTE: ChangeKitchen CIC is unable to provide visa sponsorship for this role. Applicants must have the existing right to work in the UK.



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## WHAT YOU'LL BE DOING

### JOB DESCRIPTION

Your main Duties and Responsibilities as Kitchen Manager are outlined below – we trust you will find these useful to understand and frame our business needs and expectations.

Please bear in mind, these are not limited to those given. Because we are a busy, thriving, customer-led enterprise, we are looking for someone who has a 'can do' attitude and be both professional and flexible in how they approach this role and being part of the wider team.

### PRIMARY RESPONSIBILITY

The primary role of the Kitchen Manager is to provide day-to-day operational supervision of the kitchen environment, leading the production of high volume, high quality, climate-friendly food and the delivery of catering events, these being corporate, weddings, private celebrations, festival pop ups and trade events, all while representing ChangeKitchen CIC in line with our highly valued reputation.

As Kitchen Manager, you should feel confidence to manage the storage and use of a stream of surplus food sourced from supermarkets, implementing strategies to minimise waste, creatively incorporating this into an interesting and varied menu, along with purchased consumable supplies. Further, the Kitchen Manager must ensure their knowledge, practice, and record keeping of food safety and hygiene requirements are upheld to the highest standards.

It is essential to the business that our five-star hygiene rating is maintained, and you should be confident in being prepared for, and leading, a food hygiene inspection as and when one occurs.

### OVERVIEW RESPONSIBILITIES

With the support of the ChangeKitchen CIC CEO and General Manager, you will provide day-to-day strategic management and development of the ChangeKitchen CIC kitchen service, including:

- ♥ Menu development, planning, and tastings.
- ♥ Grocery and consumables stock taking, planning, and purchasing.
- ♥ Events management in relation to buffet services, contract services and other catering initiatives (as booked and/or directed by the General Manager and/or CEO).
- ♥ To understand and implement the ChangeKitchen CIC safeguarding policy to ensure the safety at work of all our employees and volunteers, including those from vulnerable backgrounds.

### GENERAL DUTIES

- ♥ To ensure the social enterprise offers healthy, interesting, tasty food and competitive, quality, personable services at all times, and in line with our stated values and ethics. This includes regularly reviewing and, where necessary, updating our catering and café menus.
- ♥ To support the General Manager and to display competency to direct, oversee, and ensure all legal requirements concerning Food Hygiene and Health & Safety are rigorously



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maintained, and to maintain the five-star food hygiene status of the social enterprise.

- ♥ To support the General Manager, full/part-time core staff and volunteers. Our staff and volunteers come from diverse backgrounds, sometimes facing personal and occupational barriers to work. Kindness and compassion are essential personal qualities for this role.
- ♥ To perform a variety of training and mentoring activities including but not limited to:
  - › To act as part of a team, in ensuring that comprehensive support is provided for all staff and volunteers in the workplace.
  - › Ensuring staff and volunteers are provided with adequate work/tasks throughout the course of their shift.
  - › Providing mentoring, support and encouragement to staff and volunteers to help them overcome their personal and occupational barriers.
  - › Delivering and signing off training modules, with the assistance of the General Manager.
  - › Preparing and recording staff and volunteer scheduling and timesheets.
  - › Encouraging and motivating staff and clients to develop and improve themselves.
  - › To support the General Manager in recording of staff and volunteer performance, accident reporting, and other activity and give feedback regularly to the social enterprise senior Managers.
  - › To implement ChangeKitchen CIC's equal opportunities policy within the kitchen staff team. This requires you to treat everyone equally, regardless of sex, gender, disability, race, colour, religion, nationality, ethnic origin, age, or marital status.
  - › To carry out any other reasonable duties deemed necessary by the social enterprise General Manager or the CEO.

## ESSENTIAL CRITERIA

**There are some characteristics, skills, and experience that we really can't do without. So, to help you decide if this is the right role for you, please take a moment to look at our essential criteria below.**

- ♥ A motivated and creative person, confident in their ability to lead others to thrive and excel in a busy kitchen, as well as thriving and developing themselves.
- ♥ At least two-years' experience in a high-volume kitchen, and experience of using kitchen hardware, such as Rational Ovens.
- ♥ An experienced leader in a kitchen, able to organise and to manage your own and your team's capacity and resources to achieve timely production of very high-quality food, while maintaining cleanliness and high environmental and health standards day-to-day.
- ♥ A confident communicator who naturally radiates positivity and enthusiasm to encourage and motivate the team.
- ♥ Previous experience of overseeing the Environmental Health credentials of a medium-size kitchen, including record keeping, health and safety, and experience of inspections/audits.
- ♥ Competent in using computers, word processing, and basic spreadsheets, the use of office equipment such as label and office printers.



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- ♥ Flexibility on working hours to meet the business needs, and evening and weekend work.
- ♥ Ability and willingness to drive ChangeKitchen CIC vehicles, a full clean manual driving licence is required.
- ♥ A keen eye for detail, including being up to date with the latest Food Agency guidelines on allergens, ensuring allergens are recorded properly, and that ingredients are scrutinised before use.
- ♥ Some experience of customer-facing work in a Cafe, particularly as a Barista. Latte art a bonus!
- ♥ PLEASE NOTE: Subject to a final offer of employment, ChangeKitchen CIC will request an enhanced DBS check and references relevant to this role.

#### DESIRABLE CRITERIA

**If we could write a wish list, we'd add in a few extras that would really be amazing to have in your skills and experience as our new Kitchen Manager!**

- ♥ Experience of working with volunteers and other supported or additional needs clients.
- ♥ Experience of working with Food Delivery Platforms, including setting up and innovating to drive sales.
- ♥ Previous experience of Front of House duties, and customer service skills.

**Thank you for getting to this point and we're really looking forward to hearing from you.**

Let your personality shine through in your application - we're human and we want a great human to join our team! Good luck with your application and we will try to provide feedback to all applications as best we can.

**Birgit Kehrer (CEO) and Thomas Randa (General Manager)**  
ChangeKitchen CIC (August 2026)



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