ABINGDONCAROUSEL

Kitchen Supervisor Recruitment Pack

Job Advert

Following our successful application to Oxfordshire Community Foundation's Step Change grant programme, we are thrilled to be looking for an enthusiastic, organised and caring Kitchen Supervisor to coordinate our healthy lunch project for babies and children aged 0–10 years.

The role will involve planning, preparing and selling affordable, nutritious lunchboxes to families following our daily sessions, with a particular focus on supporting healthy baby weaning and encouraging positive eating habits.

At Abingdon Carousel Family Centre, we want to make healthy, nutritious food accessible and affordable for local families. This role will help us provide freshly prepared, age-appropriate lunches, support families with baby weaning and make the best possible use of community food resources.

Candidates will need to agree to undertake training in food hygiene, safeguarding and paediatric first aid if they do not have current qualifications .

For an informal chat and / or to arrange a visit to Abingdon Carousel, please contact Emily Rawle at e.rawle@abingdoncarousel.org.uk

To apply, please download and complete the application form and send to office@abingdoncarousel.org.uk by 5pm on Sunday 8th November 2026.

Abingdon Carousel is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect these commitments.



Job Summary



"Carousel takes the loneliness out of childcare"



"to take advantage of an outdoor space where my daughter can play! We don't have a garden"

Job Title: Kitchen Supervisor
Pay: £14.50 per hour
Hours: 10 hours per week, part-time
Contract: Permanent
Location: Abingdon Carousel, Caldecott Chase, Abingdon, OX14 5GZ
Reports to: Centre Director

Closing date: 29 November 2026, 5pm
Interviews: In week of 7th December 2026
Start date: January/February 2027

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Job Description

Food preparation & delivery

- Plan, prepare and provide healthy, affordable and appealing lunches for babies, toddlers and children up to age 10.
- Create age-appropriate lunchboxes, including suitable textures, portions and ingredients for babies at different stages of weaning.
- Coordinate with centre staff, community partners and local organisations to ensure the smooth delivery of the lunch project.
- Work collaboratively with surplus food providers and local suppliers to minimise food waste and keep costs low.
- Maintain high standards of food hygiene, safe food preparation, storage and allergen management.
- Monitor stock, manage a small food budget and ensure good value for money.
- Record the number and types of lunches provided and maintain accurate data for monitoring and reporting to project funders.
- Gather feedback from families to help develop the menu and improve the service.
- Promote healthy eating, inclusivity and accessibility for all families using the centre.
- To provide leadership to volunteers supporting lunchbox delivery, ensuring that they understand their role and feel supported and confident
- To create an open, supportive and welcoming environment where children, parents and carers feel comfortable and included.
- To capture the voices and feedback of children and parents/carers to help evaluate provision and inform the ongoing development of Carousel's food offer.

Signposting and Support

- To build positive and supportive relationships with children, parents and carers attending sessions.
- To work in partnership with parents/carers to support their children's development and wellbeing in relation to healthy eating.
- To be approachable and responsive to families who may require additional information or support.
- To provide information to parents and families about Carousel activities and other relevant activities within the local area.
- To develop knowledge of local services and organisations in order to appropriately signpost families to additional support.
- To work positively with Carousel staff, volunteers and staff from statutory and voluntary agencies to provide accessible and effective support for families.

Job Description

Safeguarding

- To be familiar with and work within Carousel and OSCP's safeguarding protocols and procedures.
- To maintain professional curiosity, keeping the welfare and protection of children as paramount at all times.
- To bring any matter of concern relating to a child or family promptly to the attention of the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- To ensure accurate records and reports are maintained in relation to safeguarding concerns.
- To promote safe and appropriate working practices amongst the staff team and raise any concerns about practice promptly.
- To ensure appropriate professional boundaries are maintained with children and families.

General

- To preserve the confidentiality of any information regarding users of the services, staff (in connection with their employment), any other information deemed confidential.
- To understand and work within the centres policies and procedures.
- To contribute to health and safety working practices in the workplace bringing to the attention of the manager any unsafe or potentially hazardous situations, reporting any accidents or injuries. Also, to contribute to risk assessment annual reviews.
- To be involved in any general domestic duties as required and to assist in the safe storage of equipment, helping to maintain everyday play and kitchen equipment in a good, safe and clean condition.
- To maintain a positive public image of the Centre, ensuring that complaints and issues are handled effectively and sensitively by following the necessary procedures.
- To actively participate in training and personal development as agreed with the Centre Manager.
- To support the promotion of the Centre, its activities and services via a range of mediums including through creating social media posts.
- To carry out any other duties to the post as may be reasonably required by the Centre Manager and by the trustees.

Person Specification

Essential

- Experience of food preparation, catering or working in a kitchen environment.
- Good understanding of healthy eating for babies and children, including safe weaning practices.
- Knowledge of food hygiene, food safety and allergen requirements.
- Good organisational skills and ability to work independently.
- Ability to plan nutritious meals creatively using affordable and surplus ingredients.
- Good communication skills and ability to build positive relationships with families, colleagues and community partners.
- Ability to maintain simple, accurate records and monitor project outcomes.
- Commitment to supporting families, reducing food poverty and minimising food waste.

Desirable

- Level 2 Food Safety and Hygiene qualification (or willingness to obtain).
- Experience of preparing food for babies and young children.
- Knowledge of infant nutrition, NHS weaning guidance and appropriate portion sizes.
- Experience of working in a charity, community centre or family support setting.
- Experience of working with food redistribution organisations or community food projects.



I really appreciated finding a place where I could take my three little girls on a Saturday. When I first visited the centre I had 18 month twins and a four year old, so getting out and about was a real challenge. The Saturday Club was perfect, as it was a safe and cosy space for them to play outside of the home. The staff and other families were also really warm and welcoming, and it was lovely to have the chance to chat and relax with other families.



"The only baby club that feels like home"