

Job Description – Community Cook



Responsible to	Community Engagement Team Leader
Salary	In the range £25,364 to £26,364 pro rata + 6% contribution to pension scheme
Hours of work	37.5 hours per week on a flexible basis to include Saturdays and some evenings*. We will consider requests for part-time hours.
Place of work	Greener Kirkcaldy office, and community locations
Contract	Permanent after completion of probationary period.
Holiday	28 days holiday, plus 5 public holidays, per annum, pro rata
Requirements	The post-holder will be subject to a PVG check

About us

Greener Kirkcaldy is a community-led charity and development trust working on a local scale to benefit people and our environment. We would like to see a future where everyone is able to heat their home affordably, eat well, and tread more lightly on our planet. We moved to new premises at 8 East Fergus Place in March 2019 and launched The Lang Spoon Community Kitchen in April 2019.

The Lang Spoon Community Kitchen includes two kitchens:

1. The Lang Spoon Training Kitchen: where people come to take part in cookery courses and workshops
2. The Lang Spoon Production Kitchen: commercial kitchen for catering events in our Events Space, or for food producers to hire

The training kitchen is a fully equipped modern kitchen with 8 work stations and offers training, volunteer and work experience opportunities, life-long learning around food production and preparation, community meals and engagement with our community on healthy, sustainable food. It hosts a wide range of events, courses and workshops on all aspects of food and drink.

Programmes and workshops are run by our trained staff and guest chefs/cooks. These range from cooking on a budget; training and employability programmes; and workshops which we charge for that have included bread making, make your own pasta, cooking round the world, kids cooking clubs, and a masterclass with BBC Professional MasterChef winner Jamie Scott of the Newport Restaurant.

Our vision for a place for people to come together to grow, cook, eat and learn is coming together. We use produce that is local, seasonal, fresh, ethical, healthy, culturally relevant and sustainable. We minimise food waste and we encourage people to consider eating a more plant based diet. We now have an exciting opportunity for a Community Cook to join Greener Kirkcaldy's Community Engagement Team.

Job role

The Community Cook will have a key role in working as part of the Community Engagement Team to coordinate and deliver our programme of food courses, workshops and events to a range of groups and paying members of the public. You will take a lead role in developing and monitoring a range of systems from HACCP food safety systems, to ordering and managing stock, equipment, and the use of the kitchens internally and with external hirers. You will support the Volunteer Coordinator to recruit, train and support volunteers. You will also support the Community Engagement Team to promote our programme on social media, and work with local partners.

You will have experience of delivering food and cooking programmes in community settings with a range of individuals, groups and members of the public of all ages and backgrounds. Experience of managing kitchen systems is essential as well as working with or within the community and voluntary sector and working with volunteers. You will be required to demonstrate excellent organisational and communication skills, the ability to work with a range of people, work well in a team and use your own initiative too. You will have a passion for food, cooking and sharing skills and encouraging learning. You will be an experienced cook comfortable with cooking a range of cuisines, an interest in sustainable food, and an advocate for reducing food waste. You will also be familiar with social enterprise and motivated to help the Lang Spoon Community Kitchen succeed.

Specific responsibilities

- Coordinate and facilitate a programme of food courses, workshops and events that engage the community in all aspects of food and drink.
- Liaise with Community Engagement Team colleagues to agree format of programmes and planning for activities.
- Take a lead role in developing a range of systems and procedures that support the running of the kitchens in line with Environmental Health and Health and Safety regulations and maintain records.
- Work with Community Engagement Team colleagues to ensure the smooth running of events and programmes by developing programme materials, information, marketing, and promotional materials.

- Setting and tidying community kitchens before and after activity
- Support recruitment, training and retention of volunteers.
- Work with local partners to engage a wide range of groups and community organisations to promote participation in our activities.
- Attend local events and groups to promote the work of the project and programmes of activities.
- Assist in the development and implementation of monitoring and evaluation systems and reporting.

General responsibilities

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues.
- To promote the values of Greener Kirkcaldy when working in the local community.
- To comply fully with the organisation's ethos, policies and procedures and relevant legislation.
- Engage with our community in a way that empowers local people to take ownership of their learning and adopt sustainable behaviour changes.
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals.
- To work constructively and effectively with partners, groups and organisations.
- To provide an excellent participant experience.
- To report on the success of allocated tasks.
- To attend and contribute to team meetings and training courses.
- To undertake other duties in line with the job purpose.

*The nature of community work means that the post-holder will usually work 2 Saturdays and some evenings per month. We operate a monthly rota based on our event schedule and taking into account team members' availability. Greener Kirkcaldy operates a 'time off in lieu' policy, that is, you get compensatory time off rather than overtime pay for working out with office hours.

