



## Job Description: Outdoor Community Cook

<b>Job title</b>	Outdoor Community Cook
<b>Salary</b>	£27,557 FTE based on 37.5 hours per week, Pro-rata for 36 sessions per year.
<b>Working hours</b>	36 days per year (Wednesdays and Thursdays during school holidays and every 4 <sup>th</sup> Saturday of the month)
<b>Annual Leave including bank holiday entitlement</b>	25 days + 8 Bank Holidays (FTE based on 37.5 hours per week) pro-rata
<b>Post holder's immediate supervisor</b>	Service Manager (Children, Young People and Families)

### The role

Overall aim: To prepare healthy, nutritious vegetarian meals from the outdoor kitchen on St Ann's Community Orchard during School Holiday Activities, Play Grow and Eat sessions and Community Open Days. This is a unique opportunity for an experienced Cook to join the STAA team to prepare delicious meals for local children and families, that can be easily replicated at home, made from seasonal produce grown here on our allotment site. Primarily working on St Ann's Community Orchard you may be required to support across other STAA project sites as appropriate.

The Community Orchard is in the heart of St Ann's where we pride ourselves on responding to the needs of our local community. Our values are reflected in our broad range of lovingly made home cooked vegetarian dishes, freshly prepared and served during school holidays when food poverty is rife.

### Principle duties and responsibilities

- Planning seasonal menus of tasty, nutritious meals that utilises the produce we grow on our Community Harvest project, supplemented by shop bought ingredients
- Preparing, cooking and serving meals with support from volunteers and other team members
- Setting up and preparing the outdoor kitchen and counters before, during and at the end of service
- Responsible for cleaning all kitchen equipment and work areas, observing strict rules of hygiene.



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- Supervising and supporting regular and ad-hoc volunteers in their roles as kitchen volunteers and whilst helping in the kitchen.
- Ensuring adequate stock levels of supplies and consumables for upcoming sessions
- Ensuring compliance with all legislation including H&S and food hygiene and undertake all checks and tests as required by Environmental Services.
- Conduct risk assessments and ensure that all health and safety policies and procedures are adhered to.
- Developing beneficiary understanding of nutrition and where food comes from.

Post-holders will also provide support with:

- Targeted outreach activity to engage with specific audiences, promote inclusion and equality of access to opportunities
- Providing a safe and accessible green space for local people to use and enjoy
- Promoting volunteering opportunities including young volunteers and contributing to their development

The post-holder will be required to:

- Work with other team members to recruit volunteers including young volunteers.
- Work with colleagues to undertake community consultation activity.
- Review and evaluate all activities to support organisational learning and the delivery of excellent experiences and learning opportunities for participants
- Undertake accurate project activity monitoring and reporting within specified timescales.
- Contribute to fundraising activity, including through the collection of evidence of need, quotes and case study material.
- Attend supervision and team meetings as required.
- To adhere to STAA's financial and other procedures, maintaining specific administration systems and ensuring spending is in accordance with financial controls and within agreed project budgets.
- Work collaboratively with other members of the STAA team to meet wider project objectives.
- Attend training as required to support organisational and project objectives.



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- Carry out any other tasks which may be reasonably regarded as falling within the requirements of this role.

**Staff supervised by the post holder: None**

Personnel Specification: Outdoor Community Cook

Criteria	(E) Essential (D) Desirable	Requirement	Selection Method
<b>Knowledge</b>	E	Food Safety and Health and Safety requirements	AI
	E	Food allergens and how to manage risks in a commercial setting	AI
	E	Nutrition and healthy eating	AI
	E	Culturally appropriate menu planning and food preparation	AI
	E	Seasonal produce and how to use it in easily replicable recipes	AI
	D	Knowledge of the local St Ann's area and its diverse communities	I
	D	Knowledge and understanding of the strengths and needs of the local community	I
	D	Awareness of responsibilities in Safeguarding children, young people and vulnerable adults	I
<b>Qualifications</b>	E	A relevant hospitality / catering qualification	AI
	<b>OR</b> E	Evidence of relevant cooking/ catering / food and beverages experience	AI



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	D	Food Hygiene Certificate	AI
	D	Food Allergen Certificate	AI
<b>Skills/Abilities</b>	E	Excellent communication skills.	AI
<b>Interpersonal</b>	E	Ability to build good working relationships	AI
	E	Reliable and self-sufficient with an ability to work on own initiative and as part of a team.	I
	E	Able to plan menus in advance and adapt in response to the availability of fresh produce	AI
	E	Organised and able to prioritise in the face of competing demands	AI
	E	Proactive, and versatile, with willingness to use seasonal, site grown produce wherever possible.	I
	E	Commitment to providing excellent service	AI
<b>Experience</b>	E	Experience of working in catering /the food and beverage industry	AI
	D	Experience of cooking in community settings	AI
	D	Working with children, young people and families in an outdoor setting	AI
	D	Delivering community development activities within deprived communities	AI
	D	Working with volunteers	AI
<b>Equality &amp; Diversity</b>	E	Experience and commitment to putting Equality and Diversity policy and principles into practice.	AI



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<b>Flexibility</b>	E	Able to work pre-identified sessions	I
<b>Safeguarding</b>	E	A satisfactory DBS check will be required before commencing employment	Post offer of employment