

BRIDGEND FARMHOUSE



Job description: Food Support Worker

JOB TITLE:	Food Support Worker
PROJECT:	Community Kitchen
REPORTS TO:	Development Manager
RESPONSIBLE FOR:	Volunteers and freelance sessional tutors
PLACE OF WORK:	Bridgend Farmhouse, 41 Old Dalkeith Road, Edinburgh EH16 4TE
HOURS OF WORK:	21 hours per week (working pattern to be agreed on appointment)
SALARY:	£14,400 (based on F/T equivalent salary of £24,000)
Pension:	Employer contribution of 4% to The People's Pension (conditions apply)
Holidays:	15 days of annual leave and 5 public holidays
Contract:	36 months (subject to satisfactory completion of 3 month probationary period)

About Bridgend Farmhouse

Bridgend Farmhouse (Bridgend Inspiring Growth) is a community-led registered charity and social enterprise in South Edinburgh, with the mission of learning, working and growing together to develop a flourishing community and place. Having renovated and extended our 18th century farm steading, we run a thriving community hub where people meet to carry out creative, physical, and purposeful activities and to share their skills and knowledge with others. We work to address social inequalities, reduce isolation and loneliness, strengthen community involvement, build local resilience and contribute to local health, learning and greenspace strategies. We are led by our Board of Trustees who are predominantly local people.

Purpose of post

The Food Support Worker will be responsible for the successful development, delivery, monitoring and reporting of the Community Kitchen project. The project will expand our existing food based learning, activities and opportunities, with a strong emphasis on volunteer involvement.

This is a new three year post, funded by the Edinburgh Integrated Joint Board of the Edinburgh Health and Social Care Partnership.

Responsibilities of post

1. Implement the agreed Community Kitchen project plan, ensuring targets, milestones and outcomes are achieved.
2. Work with other team members to ensure our food activities and good volunteers are effectively coordinated, well-organised, and supported at all times.
3. Support and guide volunteers to prepare and deliver regular food events, including a weekly community meal feeding local people in need and a monthly multi-cultural dinner. Provide support to the café team to help assist with the daily preparation and cooking and ensure that customers' needs are met.
4. Design and create a local free food/community meal map, which will form part of the development of a citywide map, collaborating with Edinburgh University in Year 2.
5. Organise and deliver all food based activities in the project plan, including cooking on a budget courses, drop-in baking sessions, traditional cooking sessions, workshops on using left-overs, and a summer programme of food activities.
6. Create hospitality training opportunities and work with schools to deliver the SQA in Essential Skills (Year 2).
7. Work with a wide range of partners and collaborators to develop and deliver agreed activities, including guest chefs, other organisations and local members of the community.
8. Ensure that premises & equipment are maintained and operated to statutory and local authority food safety and health & safety legislation and regulations. Ensure all activities are compliant with HACCP and maintain appropriate records. Maintain and comply with agreed cleaning programme to ensure the kitchen and café are kept safe, hygienic and tidy.
9. Routinely gather data for monitoring purposes (e.g. statistics and case studies) and provide regular written reports on activities and outcomes.
10. Be familiar with and implement organisational policy, in particular equal opportunities and health and safety.

11. Be prepared to work flexibly in relation to tasks and hours, including evenings and weekends, in response to business requirements.

12. Undertake any other duties as may be reasonably required by the Development Manager and Board of Trustees.

Person Specification

Essential knowledge, attributes, experience and skills

1. Excellent interpersonal and communication skills
2. Experience of working with and supporting vulnerable groups of people
3. Experience in community development approaches and in volunteer management
4. Experience of training individuals and groups
5. Elementary/Intermediate Food Hygiene certificate and knowledge of H.A.C.C.P.
6. Highly self-motivated and able to work both on own initiative and as a team player
7. Passion for using food as an engagement tool; committed to high standards and creativity in food preparation, and customer focused
8. Knowledge and/or experience of conducting monitoring and evaluation
9. Reasonable level of competence in Microsoft Office applications
10. Flexibility in relation to working hours and tasks

Desirable knowledge, attributes, experience and skills

1. Current driving licence
2. HND or similar in a relevant discipline
3. Knowledge of the local area and its communities
4. Supervisory experience in a small catering operation
5. A nurturing, patient and kind disposition

Disclosure requirements

The appointment is subject to Bridgend Farmhouse being satisfied that the chosen candidate meets the requirements of the Protection of Vulnerable Groups [Scotland] Act 2007.

Bridgend Farmhouse
41 Old Dalkeith Road
Edinburgh EH16 4TE

February 2019