POST TITLE: Community Chef

LOCATION: The Bank, 84 Main Street, Neilston G78 3EA

RESPONSIBLE TO; GET Local Lead Officer

HOURS; 15 hours per week, with some flexible working

SALARY; £9,547 (full time equivalent £22,276)

CONTRACT: Fixed term, to end March 2020

**OVERALL PURPOSE OF ROLE:**

**Role description:**

To assist Neilston Development Trust in the delivery of the CCF ‘GET Local’ initiative through the provision of quality food, focusing on local produce, and the delivery of cooking classes and workshops for audiences consisting of local residents, schoolchildren and community groups.

**Key tasks**

* Developing menus which demonstrate the potential of locally grown and sourced foodstuffs to provide tasty, affordable and easily prepared meals and snacks.
* To develop, lead and deliver cooking classes which build on these menus, while also offering skills development for those taking part in the classes, building confidence and competence around the theme of cooking.
* To develop, lead and deliver bespoke classes which are tailored to the needs of specific groups within the community.
* Collaborating with other members of the GET Local team to ensure optimal integration of the food growing agenda.
* Ensuring high standards of hygiene and compliance with health and safety procedures (EHO) and ISO 9001 2000 (site record book and associated documentation)

Other duties

* Supervising all work associated with the provision of food, including menu planning, portion control, food preparation and cooking. This will involve the supervision of sessional staff.
* Demonstrate good practice by minimising food waste through careful planning and ensuring composting of food scraps and peelings, and through having regard to energy conservation in cooking and food storage
* Minimising the use of plastics, paper and harmful detergents in the cooking classes
* Overseeing and mentoring all volunteers and residents participating in workshops
* Undertaking training in food and climate change issues and courses provided by CCF and others.
* Ordering and procuring supplies linked to delivering the low carbon /healthy eating element of the initiative
* Undertaking all administrative tasks appropriate to the post.
* Where appropriate, wearing a uniform or protective clothing.
* Other duties as required by the NDT board

**Person Specification**

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| --- | --- | --- |
| **Competence** | **Essential**  | **Desirable** |
| **Qualifications** |  |  |
| 1. Recognised certification in Catering & Food hygiene
 | X |  |
| 1. Good knowledge of national food policies, ‘Good Food Nation, public health and climate –related issues
 |  | **X** |
| 1. Good Knowledge of Food & Catering sector and specifically healthy eating and local produce choices
 | **X** |  |
| **Skills, abilities and experience**  |  |  |
| 1. Minimum 24 months previous experience in a community-facing food environment
 |  | **x** |
| 1. Excellence in communication with non-specialist audiences
 | **x** |  |
| 1. Competence in using Microsoft Word, Excel and Access office software packages, email and the Internet
 |  | **x** |
| 1. Proven ability in project monitoring and reporting systems
 |  | **x** |
| 1. Excellent organisational skills and the ability to prioritise work effectively in an environment that can sometimes be pressurised
 | **X** |  |
| 1. Experience of using electronic databases to input purchase and stock based information
 | **X** |  |
| 1. Satisfactory Disclosure Scotland check
 | **X** |  |

**How to apply**

Applications by CV and covering letter, by 6th May 2019 to;

charlie.cairns@neilstontrust.co.uk