



JOB DESCRIPTION: Sessional Lead

HOURLY RATE:	£14 per hour
HOURS:	5 hours per week on Fridays
ACCOUNTABLE TO:	The Sunshine Kitchen Charity Directors
LINE MANAGER:	Gayle Nelson
LOCATION:	Kitchen facility at SRUC Elmwood College, Cupar, Fife KY15 4JB
PROBATIONARY PERIOD:	Two months
HOLIDAY ALLOWANCE:	Pro rata

The Sunshine Kitchen is a kitchen project for young adults with additional needs, who require ongoing support to be part of a working environment. Our young people, who are generally between the ages of 18-30, attend activities voluntarily and in return they have the opportunity to learn how to make and market food products and to gain enjoyable and rewarding experiences as part of a working team. Our charity uses a kitchen facility in Cupar, Fife where we make food to sell at local markets and events, and we also provide a popular catering service. In all of our endeavours, we aim to use local produce whenever possible and have a strong commitment to sustainable packaging. Through their work with us, our young adults enjoy the opportunity to have meaningful social interactions within a peer group, thus increasing their social and communication skills and building confidence. Developing practical kitchen skills in their weekly tasks, our team also continue to develop and use important core skills such as numeracy and literacy on a regular basis.

Job Purpose

The role involves managing a kitchen session where the purpose is to enable a group of up to six young adults with additional support needs to prepare food items which will be for sale at local markets and events. In this role, you will work on a designated programme of tasks with one other supporting member of staff and, when appropriate, volunteers, to facilitate the smooth and safe running of the session. You will provide excellent support to the young adults using agreed methods, and will ensure that other staff do likewise. Training in supporting adults with additional support needs in this setting will be given to the successful candidate. You will demonstrate high standards of food hygiene and kitchen safety at all times.

What we expect of you

Key tasks

- To work in a team with other staff and volunteers to successfully and efficiently manage a kitchen session for six young adults.
- To provide clear instructions, support and guidance to both the young adults and other staff members.
- To effectively follow the provided structure and content of a session with appropriate quality outcomes in line with the expectations outlined.
- To support and empower the young adults in the session with emphasis on developing independence and autonomy in their work, and to ensure that other staff are doing likewise.
- To carefully monitor behaviour and responses of the young adults in the kitchen and to effectively support any issues of concern in a calm and professional manner using positive behavior reinforcement
- To demonstrate good time management in the running of the session to ensure sufficient time to undertake all tasks appropriately
- To effectively supervise staff and young adults in terms of ensuring excellent kitchen hygiene and safety at all times.
- To be responsible for the safeguarding and health and safety of the young

adults, including the maintaining of a safe environment, following and implementing relevant policies and risk assessments as appropriate.

- To take thorough photographic documentation of all sessions.
- To liaise with parents/carers appropriately at the beginning and close of each session.

Additional/general

- Safeguarding the security, safety and wellbeing of young adults at all times
- To monitor general health and safety, rectifying any concerns or reporting to the Line Manager as needed.
- To understand, adhere to and actively implement all the policies and procedures of The Sunshine Kitchen at all times.
- To actively participate in staff meetings and staff training sessions. Initial (paid) training for the role will take place over six Saturday sessions therefore applicants must be available at the allotted times.
- To develop knowledge and understanding of learning disability, autism and other conditions and demonstrate knowledge of this through procedures and practice.

The successful candidate must be willing to undertake Enhanced Disclosure under the PVG Scheme prior to starting this role

Interviews will take place 2-5pm on Saturday 22nd February, 2020 at which time applicants must be available to attend.

Prospective candidates should send a CV with a cover letter to hello@thesunshinekitchen.co.uk