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## JOB DESCRIPTION

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| Job Title: | Wellbeing Cook |
| Salary: | £15,014.40 per annum(Full time equivalent would be £18,768 per annum) |
| Hours of work: | 28 hours per week(This may include unsociable hours including working evenings and weekends) |
| Contract Type: | Permanent |
| Office base: | The Walled Garden, Muirhall Road, Perth PH2 7BH |
| Service: | Mental Health and Wellbeing |
| Responsible to: | Mental Health and Wellbeing Hub Managers |
| Responsible for: | No direct reports |

**Background**

PKAVS is a leading charity in Perth & Kinross, enhancing lives and connecting communities through diverse services in the areas of Carers, Mental Wellbeing, Minority Communities, Third Sector support and Volunteering. Every year PKAVS enhances the lives of over 5,000 local people, helping them to overcome barriers and achieve their goals. PKAVS is also the Third Sector Interface for Perth & Kinross, supporting and developing the Third Sector and enhancing the Sector’s role in Community Planning.

PKAVS Mental Health & Wellbeing Hub provides support to people (aged 16 and above) recovering from mental health difficulties within two locations in Perth & Kinross. The community-based service aims to create an environment of wellbeing, offering a range of meaningful activities to support clients in achieving their individual goals through a recovery and outcomes-based model. Activities include gardening, creative arts, café/catering experience, woodwork and physical/nutritional activity.

**Role**

We are looking for a highly motivated person to develop and run the café within the Walled Garden. You will be working as part of a small, supportive and dynamic staff team. This role has a strong focus on income generation through building our social enterprise, however, you will be required to provide support and engagement opportunities to those clients participating in the café activity area (Wednesday – Friday). During client activity engagement days, the role of the Wellbeing Cook is to empower clients working in the café to build and improve confidence, skills and knowledge within the area of catering and gastronomy. On a Saturday, the Café activity will not be available for clients to access for supported recovery purposes and the Wellbeing Cook will work with a team of independent volunteers on this day.

Experience of working within a café/field of catering is essential and you will be responsible for delivering a high-quality, varied menu of light lunches, drinks and home baking. The café will be open to the public from Wednesday – Saturday and your role is to ensure your team of clients and volunteers provide a high-quality service to customers. Development of outside catering and take-away options are also part of your job role.

Your role will also involve occasionally facilitating cooking workshops to small groups of clients interested in learning practical cookery skills either face to face or via Zoom.

**Key Objectives**

1. Leading and organising a team of volunteers and clients.
2. Preparing and cooking of all foods for café service.
3. Maintaining kitchen standards as per food safety procedures.
4. Maintaining high standards in relation to Health and Safety in the kitchen.
5. Taking charge of ordering all café food, cleaning products etc.
6. Maintaining the cleanliness of the café, kitchen and customer toilets.
7. Working closely with the Activity Engagement Worker (Garden) to build stronger links as a kitchen-garden.
8. Developing and evaluating the menu on a regular basis to ensure variety and relevance to seasonal produce.
9. Contributing to occasional staff meetings and training sessions, and the development of the Mental Health and Wellbeing Hub as a whole.
10. Working with management to develop the menu for take-away options and outside catering.
11. Working collaboratively with the Recovery and Development officers to support a training programme for clients and volunteers in SVQ2 in customer service where appropriate.

**Key Tasks and Responsibilities**

1. To run the café as a social enterprise within The Walled Garden with opening hours of 10am - 3pm Wednesday - Saturday.
2. To provide appropriate levels of practical support to clients and volunteers working within the café environment and managing their weekly rota for café supervision.
3. To take leadership of the opening and closing of the café on a Saturday as the main/sole staff member on site.
4. To work collaboratively with Activity Engagement Worker (Garden) by utilising home grown produce wherever possible.
5. To be the key contact for suppliers to The Walled Garden café.
6. To promote a holistic, healthy lifestyle culture within The Walled Garden.
7. Developing the menu in compliance with the requirements of the Healthy Living Award.
8. To ensure all health and safety and fire regulations are met within the café. In particular managing the café’s food safety procedures and maintaining all records and ensuring their implementation.
9. To manage the café budget including setting process in line with financial targets.
10. To assist in the promotion and marketing of the Walled Garden café.
11. To have a creative approach to fundraising and events, utilising the café building to create awareness of the service along with raising funds.
12. To assist in the development of a farm shop culture, advertising goods within the café and also providing a small shop area within it.
13. To take responsibility and support volunteers in working the till for use of all monetary transactions within the Walled Garden.

**Recording & Monitoring**

1. Record daily income and expenditure in a clear system.
2. Evaluate the café menu and service delivery regularly to ensure our service provision is of a high standard and valid.
3. Seek and record feedback from customers on a regular basis.
4. Communicating and working collaboratively with Management and the wider team.

**Accountability**

1. Carry out the duties of the post within PKAVS policies and procedures.
2. Prepare regular work plans in agreement with the hub managers.
3. Participate in regular team meetings with hub staff.
4. Seek personal support and opportunities for self-development where appropriate.
5. Undertake any other duties necessary to further the aims and objectives of the service.

This job description is not an exhaustive list of tasks and the post holder may be asked to undertake any other reasonable duties in connection with their post.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** |
| D1 | A recognised qualification in cookery/ food and health.  |  | ✓ |
| D2 | Food Hygiene and First Aid Certificate. |  | ✓ |
| **Experience** |
| E1 | Experience of working within a café/field of catering. | ✓ |  |
| **Knowledge & Understanding** |
| E2 | Knowledge and understanding of administrative procedures required in the field of catering (e.g. stock control).  | ✓ |  |
| E3 | Awareness of Health and Safety legislation. | ✓ |  |
| D3 | A good understanding of how to promote the café and help sales. |  | ✓ |
| D4 | Basic knowledge of Microsoft packages, e.g. Word, Access, PowerPoint, Publisher, etc. |  | ✓ |
| **Skills & Attributes** |
| E4 | Ability and willingness to support the strong recovery focus within the service.  | ✓ |  |
| E5 | A proven ability to engage directly with people with mental health problems, promote equality and help reduce stigma. | ✓ |  |
| E6 | Excellent listening, verbal and written communication skills. | ✓ |  |
| E7 | Ability to use initiative, organise own workload, and work unsupervised. | ✓ |  |
| E8 | Commitment to evaluation of customer satisfaction. | ✓ |  |
| E9 | Ability to work as part of a committed staff team, and be an active team player. | ✓ |  |
| E10 | A flexible and resourceful attitude to developing the menu on a seasonal basis. | ✓ |  |
| E11 | An interest in cooking and leading a healthy, balanced lifestyle. | ✓ |  |

**Additional Information**

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| Employer: | The post-holder shall be employed by Perth & Kinross Association of Voluntary Service Ltd. (a registered charity in Scotland SC 005561). |
| Location of Work: | This post will be based at The Walled Garden, Muirhall Road, Perth PH2 7BH or other sites/services as required by the organisation. |
| Responsible To: | Mental Health and Wellbeing Hub Managers. |
| Probation: | This post carries a 6 month probationary period. |
| Induction: | A planned Induction Programme will be offered together with relevant job specific training. |
| PVG (Protecting Vulnerable Groups): | This post requires a PVG (Protecting Vulnerable Groups) check. |
| Offer of Employment: | An offer of appointment will be made subject to two satisfactory references, PVG check, and eligibility to work in the UK. |
| Support and Supervision: | The post holder will receive regular support and supervision carried out by the Mental Health and Wellbeing Hub Managers. |
| Holidays | PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern.

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| **On appointment - 238 hours** |
| Equivalent to 34 days(28 days annual leave and 6 public holidays) |
| **After 2 years - 252 hours** |
| Equivalent to 36 days(30 days annual leave and 6 public holidays) |
| **After 3 years - 273 hours** |
| Equivalent to 39 days(33 days annual leave and 6 public holidays) |

Please note that annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff. |
| Pension Scheme: | PKAVS Ltd operates an auto enrolment pension scheme. |

**PKAVS is an Equal Opportunities employer**