**Boomerang Community Centre**

**IDENTIFICATION**

**Post Title**: Food Projects Coordinator

**Responsible to**: Centre Manager

**Responsible for:** Kitchen Assistant and volunteers

**Starting Salary: £25662 (FTE)**

**Hours: 16**  
**Annual Leave: 82 hours plus 5 days bank holidays**

**Contract: Fixed term for one year**

**JOB PURPOSE**

We are looking for a competent food projects coordinator to oversee the production of nutritious healthy meals daily for The Boomerang Lunch club and to co-ordinate the stock for the kitchen and the Community food larder within the Boomerang Community Centre.

For this role you will need experience of working in a café, restaurant or food environment and managing stock. The Boomerang Kitchen seeks to transform usable, surplus food (from Supermarkets, farms and other food providers) into freshly prepared nutritious meals. We also have an “Isolation Café” as a gathering place for people to help address isolation and to signpost to other facilities.

You must have excellent organisational skills, have an ability to communicate with people from diverse backgrounds and the experience and ability to cook exciting meals to help reduce food waste and to tackle food poverty.

This role involves overseeing the kitchen assistant, managing volunteers in the kitchen, café and Larder.

**PRINCIPAL WORKING CONTACTS**

1. Centre Manager

2. Centre based groups, users and the general public and local community

3. Volunteers

4. Staff in statutory and non-statutory organisations

**MAIN DUTIES**

1. Contribute to the design of recipes and menus using primarily intercepted food, that would be going to waste
2. Prepare and serve a range of simple hot and cold meals, drinks, sandwiches, and snacks
3. Ordering, monitoring and rotating supplies
4. Maintaining cleanliness and hygiene of the kitchen in accordance with Health and Safety regulations and guidance
5. Undertake administrative functions and maintain accurate records.
6. Menu development
7. Ensure food safety systems are in place and documented accordingly.
8. Preparation of full allergen, nutritional, and ingredient information of all meals prepared
9. Support and supervision with kitchen assistant and day to day supervision and management of kitchen and larder volunteers
10. Coordinate donations and deliveries for both the kitchen and the food larder.
11. Responsible for the support, education, training and supervision of volunteers.
12. Provide appropriate monitoring, evaluation and case studies.
13. Adhere to all Centre policies and procedures.
14. Prepare nutritious snacks for the toddler group
15. Manage children’s parties
16. Ensure a welcoming environment for all service users
17. Undertake basic handling of cash.

**OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.