

# THE LARDER

## CHEF/COOK

## INFORMATION PACK



The Larder West Lothian  
Registered Charity SC042554  
Company Number SC404466  
[www.thelarder.org](http://www.thelarder.org)



**Fighting Poverty and Hunger  
with Dignity.**

**We recognise that education is  
critical and food is empowering  
in supporting disadvantaged  
people to transition from  
surviving to thriving.**

**We solve tomorrow's problems,  
today.**

# ABOUT THE LARDER

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The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



## 01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



## 02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



## 03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



## 04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

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It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

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**MISSION**

# OUR VALUES

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We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



## TRANSFORMATION

We believe in the power of learning and food to create change for individuals



## COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



## COLLABORATION

We recognise the importance of working with others to achieve change



## HONESTY

We act with honesty in leadership, decision making, policies and practice



## QUALITY

We provide high quality services supporting those most vulnerable in society.

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# ROLE PROFILE

<b>Job Title:</b>	Chef/Cook
<b>Reports To:</b>	Director of Operations and People
<b>Contract:</b>	Permanent - Full Time
<b>Hours:</b>	37.5 hours per week - Monday to Friday 7.30am till 3pm
<b>Salary Scale:</b>	Grade 8 (Points 22-24) £29,152 to £30,660
<b>Location:</b>	Broxburn (travel to other Larder sites may be required)

**Closing Date:** Friday 23rd June 2023

**Shortlisting Date:** Monday 26th June 2023

**Interview Dates:** Monday 3rd July 2023

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**Are you a great cook or chef, passionate about food, but fed-up with the hospitality industry?**

**Do you want to share your love of good food, whilst making a difference to the lives of the most disadvantaged young people, adults and communities?**

**We are looking for an enthusiastic and reliable chef/cook to be part of our exciting journey at our Training Café in Strathbrock Partnership Centre, Broxburn.**

As our Chef/Cook you will be responsible for planning, preparing and cooking good food from scratch in our Strathbrock Training Café. You will share your knowledge, experience and skills with young people and adults with additional support needs to help them on their journey to reaching their full potential and finding work.

You will have proven skills in the production of good food from scratch along with a solid operational knowledge of all HACCP regulations and processes. Combined with this you will have excellent communication skills and the ability to engage with trainees in a friendly and professional manner.

As a member of The Larder Team, you will be reliable, enthusiastic and capable of positive interaction with all stakeholders and colleagues and remain consistent with our company ethos and focus. You will have excellent communication skills, and able to engage with our trainees in an understanding and professional manner.

Experience of cooking in a professional catering environment is essential as is the ability to train young people.

The post is very rewarding and you will be part of a wider team that includes training and support staff based in various locations.



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# JOB DESCRIPTION

## **Key Tasks & Responsibilities:**

- Prepare and cook excellent quality food, from scratch to the highest standard
- Develop and price café products and new seasonal menus
- Management and implementation of HACCP, COSHH, Food Hygiene practices, regulations, and risk assessments
- Effective management of stock and waste
- Line manage catering assistants in the absence of the Hospitality Lead
- Work with students and staff to ensure excellent customer experiences every time
- Support and deliver positive learner experiences, including contribution to the development, planning, and implementation of our culinary skills program
- Report repairs, replacements, and maintenance required to your line manager
- Undertake any other tasks and responsibilities appropriate to the level of this post

## **Managing Self:**

- Time manage self and be able to balance conflicting demands and tight deadlines
- Work with line manager to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
- Develop personal networks and ensure that key members of this network are aware of the benefits of networking with The Larder.

## **Standard Responsibilities for all positions in The Larder:**

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
  - Take appropriate responsibility to ensure the health and safety of self and others.
  - Pursue the achievement and integration of equal opportunities throughout all activities.
  - Undertake any other tasks and responsibilities appropriate to the level of this post.
  - Comply with all Larder policies and procedures
  - The Larder is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share and promote this commitment.
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## **Leadership:**

- Implement safe working practices in line with our Health and Safety procedures
- Ensure compliance with contractual, legal, regulatory, ethical, and social requirements
- Inspire, encourage, empower, and promote innovation and share best practice with team and stakeholders
- Provide effective value based leadership for staff, volunteers and beneficiaries
- Lead by example to ensure that the beneficiary engagement with the project creates change

## **Practical Requirements:**

- Current driving licence and access to a car for work travel purposes is desirable as travel may be required between Larder sites
- Able to work flexible hours and location as required

## **Staff Benefits:**

- 29 days leave (inclusive of public holidays)
- 2 Health and Wellbeing days each year
- Company pension contribution of 3% (under review)
- Company sick pay scheme
- Opportunities to shape the future work of the organisation
- Access to company health and well being support
- Commitment to continued professional development

**To apply for the post, please send a tailored CV and covering letter to the post to [recruitment@thelarder.org](mailto:recruitment@thelarder.org)**

**The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.**



Requirements	Essential	Desirable	Method Of Assessment
Qualifications/ Training	<ul style="list-style-type: none"> <li>• REHIS or equivalent min level 2</li> </ul>	<ul style="list-style-type: none"> <li>• Professional cookery qualifications</li> <li>• L&amp;D9D1 - Assessor Award</li> </ul>	CV and qualifications review
Knowledge and Experience	<ul style="list-style-type: none"> <li>• A good range of experience preparing and cooking food from scratch in a variety of kitchen settings</li> <li>• Understanding of and experience of practical application of allergens and food labelling</li> <li>• Knowledge, understanding and implementing HACCP and Food Safety regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of training in a kitchen environment</li> </ul>	CV and Interview
Skills	<ul style="list-style-type: none"> <li>• Highly organised, motivated and able to demonstrate attention to detail</li> <li>• Ability to prioritise workload</li> <li>• Ability to work as part of a team to an agreed action plan</li> <li>• Positive working attitude and the ability to act as a role model to trainees</li> </ul>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Ability to develop and implement menu and new product ideas</li> <li>• Strong IT skills</li> </ul>	CV and Interview
Personal Attributes	<ul style="list-style-type: none"> <li>• Self-motivated with a 'Can do' attitude</li> <li>• Have an excellent work ethic and thrive in a busy kitchen environment</li> <li>• An ability to remain calm and maintain a positive outlook whilst working under pressure.</li> <li>• Demonstrates enthusiasm, confidence and pride in own and others' abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Full clean driving license</li> </ul>	CV and Interview

# THE LARDER

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**[www.thelarder.org](http://www.thelarder.org)**

@LarderTraining



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Company Registration Number SC404466