

Job Description - Community Kitchen Assistant



Responsible to	Community Food Team Manager
Salary	£23,000 pro rata + 6% contribution to pension scheme
Hours of work	0.5 full time (17.5 hours per week)*
Place of work	Greener Kirkcaldy's base at 8 East Fergus Place, Kirkcaldy
Contract	Fixed term until 31 st March 2026 (with possibility of extension, subject to funding)
Holiday	33 days, inclusive of public holidays, per annum pro rata, going up to 37 days after 5 years' service
Requirements	The post-holder will be subject to a Disclosure Scotland check

** Including occasional evening and Saturday work. Greener Kirkcaldy have a flexible working policy. We would consider requests to work fewer hours, or to job-share.*

About Greener Kirkcaldy

Greener Kirkcaldy is a community-led charity working locally to bring people together, take positive action on the climate emergency and support people through fuel poverty and food insecurity.

Based in the heart of Kirkcaldy – with a community building, training kitchen, bike shop and garden – we carry out activities across Kirkcaldy and work with partners to deliver projects across Fife.

We want our town to be a good place to live and work. We believe in a future where everyone has a say in what happens locally, people are working together to protect our environment and those in hardship are supported to live well. That includes our staff and volunteers.

Working at Greener Kirkcaldy involves being part of a positive, collaborative and social team. Our culture is really important to us. We promote equality, diversity and openness. We have a strong focus on staff wellbeing and development and encourage staff initiative and ideas.

We support all of our staff with flexible and hybrid working, generous holidays, enhanced maternity, paternity and sick pay, lots of wellbeing, training and development opportunities (and social events!)

We want Greener Kirkcaldy to be an inclusive and diverse charity where everyone feels supported, valued and able to be themselves. We take part in Fife Centre for Equalities' Equality Pathfinders programme. We also take part in the Race Equality Environmental Programme facilitated by CEMVO Scotland. Our [Equalities Action Plan](#) sets out the steps we are taking to improve diversity and inclusion.

To achieve our vision of Kirkcaldy as a greener and fairer place to live, we need a diverse team. We encourage applications from people of any background. We know that in our sector we particularly lack staff and volunteers with Minority Ethnic backgrounds and disabled people. If you identify as Minority Ethnic and/or disabled, we are particularly interested in receiving your application.

Please contact Office Manager, Dianne Girvan, on dianne@greenerkirkcaldy.org.uk to discuss any additional support you may need to complete your application or take part in the recruitment process.

Job purpose – Community Kitchen Assistant

Greener Kirkcaldy is a community-led charity and social enterprise, working on a local scale to benefit people and our environment. We run a wide range of projects: tackling climate change and social injustice and bringing our community together.

Our community training kitchen, The Lang Spoon Community Kitchen, is a place for people to come together to cook, eat and learn. It offers training, volunteer and work experience opportunities, community cooking classes and a wide range of events, courses and workshops on all aspects of food and drink.

We run a regular community meal, a community fridge and range of activities for different groups, interests and demographics. This includes projects teaching people skills to cook on a budget, workshops promoting climate-friendly food, employability programmes, kids clubs and income-generating social enterprise classes. We also have a small kitchen garden, growing fresh ingredients.

Working as part of the Community Food Team, you will support the running of a vibrant community kitchen. You will gain experience working in a busy kitchen environment and assisting with the delivery of a varied programme of community events and activities.

Specific responsibilities

- Assist staff and volunteers with the preparation of food for cooking classes, community meals, the community fridge and other food events

- Assist with clear up and cleaning during, and following, classes, meals and events
- Assist in the day-to-day cleaning of the kitchen and other food areas
- Assist in preparing the kitchen for community activities and kitchen hire
- Assist with deliveries and monitoring stock
- Keep the food and storage areas organised
- Follow food safety procedures and keep records up to date

General responsibilities

- Work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues
- Promote the values of Greener Kirkcaldy when working in the local community
- Comply fully with the organisation ethos, policies and procedures and relevant legislation
- Attend and contribute to team meetings and training courses
- Undertake other duties in line with the job purpose

Person Specification – Kitchen Assistant

Qualifications, skills and experience
Good people and communication skills
Basic literacy, numeracy and IT skills
Excellent attention to detail
Experience working in a food or kitchen environment
Knowledge
A basic knowledge of food and food groups
Personal qualities
A positive and enthusiastic attitude
Proactive, self-motivated and able to use own initiative
Flexible and able to adapt according to the needs of the organisation
A willingness for continued learning and personal development
Enthusiastic about engaging people to tackle the climate emergency and/or supporting people in hardship