



# Haverhill Community Kitchen

## **Haverhill Community Kitchen Co-ordinator**

**Start Date: August 2020**

**Hours: 37 Hours per week (18 month contract)**

**Wages: £12.35 per hour**

**Employer: Haverhill Town Council.**

**Location: Haverhill Community Kitchen, Leiston Community Centre, Leiston Road, Haverhill, CB9 8JJ**

### **What is the Haverhill Community Kitchen?**

The Haverhill Community Kitchen is a fantastic resource for Haverhill. It was designed a fully equipped accessible cookery school, teaching kitchen and hire space where residents can learn, create, share and enjoy food. We want to teach people the lost art of cooking from scratch. We aspire to lessen residents reliance on junk food and take-aways. We aim to reduce food waste.

### **What is the job?**

As well as being the 'cook-in-charge, you will be responsible for making sure that the kitchen is a suitable space for others to deliver cookery sessions as well as being an ambassador for the project. You will be backed up by a team that will assist with the administration, marketing, maintenance, operation and finances of the kitchen. The job incorporates rising to the challenge of delivering the project according to Covid-Secure guidelines

### **Purpose of the job**

We are looking for someone who is passionate about food and community based initiatives. The role will be to oversee and develop the safe use of the Haverhill Community Kitchen.

This includes cooking, delivering workshops, liaison with volunteers and developing new relationships to increase the reach of the Haverhill Community Kitchen activities.

## **Key Responsibilities**

- Lead on delivery of cookery workshops (including design and delivery)
- Build ongoing relationships with Kitchen users who access the facilities with their own workshop leaders
- Develop a pool of Community Kitchen volunteers
- Develop and deliver creative food based events according to local needs
- Overseeing hires of the kitchen
- Preparing the kitchen in order to deliver safe and efficient sessions; including correct storage of ingredients, health and safety checks and easy access to the materials and equipment needed.
- Keeping a record of session attendees on a daily basis and collecting relevant monitoring data in line with the needs of the sessions and associated project and respecting of Data Protection Policy and Data Protection law.
- Ensuring the safety of participants in the sessions with the safe handling of knives, use of ovens, hobs and other heat sources and following of food hygiene principles.
- Overseeing the setting of the table and joining the communal meal following the session
- Reporting to Haverhill Town Council's Designated Safeguarding Officer and ensuring that all issues to of concern are dealt with in a timely and appropriate manor in line with Haverhill Town Council's safeguarding policy.
- Actively contributing to and improving the Kitchen programme, providing feedback as appropriate.
- Development and Implementation of the Kitchen's food policy
- Oversee the collection of recipes and records of kitchen achievements
- Working with others to develop a sustainability plan to secure the future of the Kitchen
- Any other duties commensurate with the post.

This post requires regular evening and weekend working.

## **Person Specification and skills**

### **PERSON SPECIFICATION**

Being the Co-ordinator at the new Haverhill Community Kitchen provides a great opportunity to hone planning, cooking and teaching skills in a lively community environment and the future of cookery courses in the centre.

#### **Qualifications**

##### ***Essential***

- A relevant Cookery Qualification
- Food hygiene level 2 (or able to obtain prior to ....)
- Valid DBS (or able to obtain prior to ..... )

##### ***Desirable***

- Cookery Teaching qualification
- First Aid at work
- Safeguarding training Level 1 or above

#### **Skills & Attributes**

##### ***Essential***

- Advanced cookery skills
- Passion for and knowledge of food, nutrition and food education
- Excellent organisational skills and attention to detail
- Excellent time keeping skills
- Excellent people skills, able to inspire, engage and train members of a small group
- Detailed knowledge of food, healthy eating and cooking on a budget
- Excellent group management skills
- Excellent communicator
- Flexible and patient facilitator that can adapt to different learning abilities and environments

##### ***Desirable***

- Knowledge of gardening
- Excellent organisational skills and attention to detail

## **Experience**

### ***Essential***

- Leading or facilitating workshops
- Cooking and preparing food in a busy environment

### ***Desirable***

- Working in a community setting
- Working with senior citizens
- Working with young people