

Role Description – Community Food Sessional Worker



**Greener
Kirkcaldy**

Responsible to	Project Manager Community Food Team
Rate of pay	£16.56 per hour on a self-employed basis
Hours of work	As required on a flexible basis Tuesday to Saturdays, to include some evenings
Place of work	Greener Kirkcaldy, 8 East Fergus Place, Kirkcaldy and community locations
Requirements	The post-holder will be subject to a Disclosure Scotland check

About us

Greener Kirkcaldy is a community-led charity working locally to bring people together, take positive action on the climate emergency and support people experiencing fuel poverty and food insecurity. Our main base is at 8 East Fergus Place, Kirkcaldy, where The Lang Spoon Community Kitchen is based.

The purpose of the role is to work with Greener Kirkcaldy's Community Food Team on a range of projects that provide high quality experiences to members of the public as well as volunteers on a weekly basis, including both weekdays and weekends. Activities will include:

- Sharing skills to inspire and train people to cook, eat and learn in a variety of settings.
- Supporting the running of activity sessions.
- Providing great volunteering and employability opportunities to support people to grow and develop.
- Maintaining busy kitchen facilities to a high standard.

Following a period of shadowing and training, we would expect the post-holder to lead activity sessions for the Community Food Team, supported by Kitchen Assistants or volunteers as appropriate.

In addition, there will be the opportunity for the post-holder to work additional hours by supporting other Greener Kirkcaldy teams, such as supporting volunteers within food growing sessions run by our Outdoor Project Team, should this be of interest.

We are looking for someone who has experience of working in a professional or a community food setting. You will have experience of working with people and volunteers from all backgrounds so they receive a valuable and enjoyable experience.

Most importantly, we are looking for someone who is flexible, has a positive approach, a willingness to get stuck in and a passion for connecting people with their food. You will also have excellent communication skills and the flexibility to work with our team to run both cooking sessions and our other community food support activities.

Specific responsibilities

- Support the Community Food Team to develop, plan and deliver project activities:
 - Supporting and leading Community Food cooking activities, such as Community Cooking Classes; evening cooking workshops; Community Meals; other food events and workshops.
 - Supporting and leading Community Food support activities, such as the Community Fridge and Pantry; and other educational and engagement activities.
- Encourage and support participants involved in activities by providing advice and guidance.
- Support and assist volunteers and encourage their skills development.
- Support and assist people on placements to achieve their goals.
- Support the teams to manage and coordinate facilities, resources and supplies.
- Assist with monitoring and evaluation systems.

General responsibilities

- Engage with volunteers and members of the public in a positive and constructive way and ensure their needs are met.
- Take an inclusive and empowering 'community development' approach.
- Communicate effectively with others.
- Work with team members to achieve goals.
- Work constructively with project partners.
- Report on the success of allocated tasks.
- Comply fully with the organisation ethos, policies and procedures and relevant legislation.
- Attend project meetings as required.
- Undertake other duties in line with the role purpose.

Person Specification

Knowledge	Essential	Desirable
REHIS Elementary Certificate in Food Hygiene	•	
An understanding of HACCP systems		•
A good knowledge of food and food groups	•	
A good knowledge of other cuisines e.g. global and plant-based	•	
An understanding of community food growing		•
An understanding of the climate emergency and the need for reducing food waste		•
Skills and abilities		
Food prep & cooking in a professional or community / training setting	•	
Supporting or working with people / volunteers	•	
A full driving licence		•
Using own initiative / taking responsibility for specific tasks	•	
Good organisational skills	•	
Ability to communicate well verbally and in writing	•	
Basic IT skills	•	
Personal qualities		
Reliable, trustworthy and honest	•	
Non-judgemental and non-discriminatory	•	
Ability and willingness to work some evenings and weekends	•	