



## Rosyth Community Projects Limited

### Community Food Co-ordinator

#### Job Description and Person Specification

<b>Post Title:</b>	Community Food Co-ordinator
<b>Contract:</b>	Fixed-term, part-time post (.8FTE) until for one year with potential to extend contract subject to funding
<b>Salary:</b>	£25,000 (Pro-rata £20,000)
<b>Pension:</b>	3% employer pension contribution with employee making 5% contribution
<b>Hours of work:</b>	Part time: 30 hours per week on a flexible basis that may include some Saturdays/Sundays/evenings. Initial probationary period of 6 months applies. Additional hours may be available with the potential for the position to become full time
<b>Holidays:</b>	28 days holiday, plus 5 public holidays, per annum pro rata
<b>Location:</b>	Rosyth – but some travel around Fife may be required
<b>Reporting to:</b>	Project management team, EATS Rosyth Board of Management

#### About us

Rosyth Community Projects Limited is a registered charity based in Rosyth, known locally as EATS Rosyth. We operate a Community Hub in Rosyth, as well as a Community Garden and Centenary Orchard. We provide opportunities in Rosyth for growing, cooking and sharing food. We seek to increase the sense of community in the town through volunteering, education, and community-led activity. We are committed to enabling a diverse range of local residents, volunteers and visitors to participate in our resources to learn, share and enjoy with the aim of bringing about personal growth and a greener community.

#### Main Purpose of Post

Our Community Food Co-ordinator will play a key role in running our food operations from our project's new Community Hub in Rosyth, with a focus on delivering against our aim to improve people's access to nutritious food. You will be working in our kitchen to prepare, cook and serve food in our Hub's café, for paying customers during core hours and for groups and events outside these hours. You will have significant freedom and responsibility to help create the café menu, and be responsible for monitoring stock and ordering food. You will make sure that EATS serves good quality, nutritious food, making sure this is done safely and hygienically.

You will need to ensure the kitchen runs smoothly with the help of our Community Cook and team of volunteers, supervising these colleagues when necessary and delegating tasks. You will be aware of food safety regulations and help to make sure our processes are safe, guiding others where necessary. You will have to be personable, approachable and empathetic – making the Hub a welcoming place for all people at all times. Our kitchen will double as a training kitchen, and you will help to deliver educational activities, which are of great importance to the project's mission. The role will include supporting disadvantaged individuals facing barriers in their lives, and supporting the project in providing meaningful volunteering opportunities.

#### Main Duties

1. Take the lead in making the food that EATS Rosyth serves on a daily basis. This will include helping to create a café menu which you will prepare, cook and assemble the dishes for. This menu will need to be flexible and at all times nutritious, with a focus on seasonality, depending on the food that can be ordered in any given week. This menu will include main meals, light bites and salads, soups and food for children.



2. To help ensure the Community Hub's kitchen and café deliver against published opening hours and serve food for events and groups outside these core hours.
3. Ensure the kitchen is run according to food safety and hygiene standards (which is of paramount importance) and help to make, maintain and monitor our safety and hygiene processes (e.g. our HACCP plan).
4. Liaise with suppliers, monitor stock and order food, oversee deliveries, working within a kitchen budget.
5. Be responsible for quality control, making sure food is of the right standard and is presented correctly.
6. To work with others that will make up the kitchen staff, namely our Community Cook and our team of volunteers who will be able to help with many of the duties involved in our food operations. To delegate responsibilities as you see fit, based on the strengths of those in the team. You will place great emphasis on the volunteer experience provided in the Hub, as well as the experience of our customers and service users.
7. Run educational activities when required, such as cookery training for small groups of adults and children.
8. To actively promote and publicise the benefits of the project to stakeholders, client groups and referring agencies through attendance at events, contributing to workshops/presentations and training sessions.
9. To model dignity in all relationships with staff, volunteers and customers alike.
10. Undertake training related to the post as appropriate.
11. Manage and maintain RCPL as a centre of excellence.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the organisation's business.

There may be a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

## **Person Specification**

### **Essential requirements:**

- Proven experience working as a chef or cook in a busy kitchen, preferably having taken a leading role
- Advanced knowledge of culinary techniques, strong technical skills
- Experience with various kitchen equipment
- Intermediate Food Hygiene qualification or equivalent
- A knowledge of cooking, serving and storing food safely
- Passion for making and serving nutritious food
- Self-motivation and an ability to work on own initiative



- Strong teamwork and communication skills and a non-judgemental approach
- Organisational skills and the ability to delegate
- Attention to detail to ensure consistent, high standards
- An ability to be flexible in response to the changing demands of the project
- An understanding of the needs and motivations of volunteers
- A willingness to learn, work as part of a team and to help others
- Displays honesty, integrity and a strong sense of ethics in all actions and decisions

**Desirable requirements:**

- Advanced Food Hygiene qualification or equivalent
- Previous experience of volunteering
- Experience of working within the third sector

For further information or queries please email: [info@eatsrosyth.org.uk](mailto:info@eatsrosyth.org.uk)

For further information on the project visit [www.eatsrosyth.org.uk](http://www.eatsrosyth.org.uk) or on Facebook at [www.facebook.com/rosythcommunityhub](https://www.facebook.com/rosythcommunityhub) & [www.facebook.com/eats.rosyth](https://www.facebook.com/eats.rosyth)

Closing date for applications is **Friday 11<sup>th</sup> November at 12:00 noon**, with interviews to take place in the week of Monday 14<sup>th</sup> November

All applications to be made on Job Application form. CVs will not be accepted.

Applications preferred via email to: [info@eatsrosyth.org.uk](mailto:info@eatsrosyth.org.uk)

or alternatively marked **Private and Confidential** to:

Community Food Co-ordinator Post  
Rosyth Community Projects Limited  
8 Aberlour Street  
Rosyth  
KY11 2RD

Rosyth Community Projects Limited is an equal opportunities employer and a registered Charity. All personal information supplied as part of this application process for employment will be held and used in strict accordance with GDPR policies.