



## QUEENS HALL ACTION ON POVERTY

### JOB DESCRIPTION

**Job Title:** Cooking Co-ordinator

**Salary:** £9,068.80 plus benefits (Life Insurance, Gym Membership, your Birthday off, Healthcare Cover and Pension)

**Status:** Permanent

**Hours:** 16 hours per week, over 4 days Monday to Thursday 9:00am – 1:00pm, with availability of 3 hours overtime per week for cookery classes subject to demand/funding (on an ad-hoc basis).

**Holidays:** 22 Days + 8 days bank holiday pro rata

**Based at:** Central Wigan Location

**Responsible to:** The Brick Skills Manager

**Accountable to:** Queen's Hall Action on Poverty Trustees

**Closing Date :**

**To Apply:** Please review the full Job Description attached , upload a CV and Covering letter outlining why you would be an asset to our charity using this link: <https://hr.breathehr.com/v/cookery-co-ordinator-32522>

Please apply early as we reserve the right to close applications as soon as sufficient applicants have been received

### SUMMARY

The Brick Skills Cooking Co-ordinator will be a non-judgemental, organised and highly motivated individual who is passionate about designing a high quality, nutritional food menu for flex volunteers and the people we support. They will be adept at designing simple, low budget food menus by understanding that some of the meals we serve may be the only meal that an individual will consume that day so needs to be of high nutritional standard. An important element of the role is to ensure that we meet and retain our food hygiene

standards at St Georges and The Brick Works, you will therefore be responsible for the policies and procedures around food hygiene and will be the lead contact for hygiene inspections. The cooking co-ordinator will lead and work alongside staff and volunteers and assist in shopping for, the meal planning of and the preparation of highly nutritional food and refreshments for flex volunteers working at the Brick Works.

### ***JOB PURPOSE***

The Brick is a charity with big aspirations and its local community at the heart of everything it does. As a result, The Brick follows a strategy and approach focusing on personal development by following the 3 Rs. The 3 Rs are: **Relief**, meeting felt needs, **Restoration**, equipping people for self- sustaining, independent living, and **Reformation**, speaking out and acting against social injustice.

### ***DUTIES WILL INCLUDE:***

- Lead on cooking/food/drinks prep in the Brickworks kitchen and mentor and train volunteers in a high and consistent manner.
- Managing the volunteer staff; providing training and development to maintain a high service standard.
- Delivering high quality cookery classes focusing on budget ingredients.
- Building relationships with funders including Wigan Council to ensure that the cookery classes are financially viable.
- Menu planning: To be able to plan and cook in advance often on a limited budget (e.g planning 1-2 weeks in advance by bulk cooking on set days and then freezing. Ideally so that we have 1-2 weeks of meals ready to re heat for Brick Works)
- To ensure we meet and maintain high health & safety and food hygiene standards (FHS) across St Georges and The Brick Works.
- Assist the Volunteer Coordinator in recruiting and training volunteers to support you in your role.
- Understand the importance of nutrition and apply this knowledge to every meal where possible.
- Ensure that all areas that serve food meet food hygiene standards by producing a checklist and ensuring that staff on site complete regular checks.
- Ensure that stock is rotated to ensure zero wastage.
- You will have a keen interest in working with other charities who divert food from landfill and create a partnership to allow for a free flow of food and ideas.
- Attend meetings as required /participate in supervision meetings as required.

- Maintain confidentiality within the organisation.
- Participate in initial and ongoing training.
- Be responsible, as required, for health and safety issues, including safeguarding.
- Monitor own wellbeing and capacity and draw on The Brick support as appropriate.
- Be a positive representative of The Brick and the Queens Hall Action on Poverty.

## **QUALIFICATIONS AND SKILLS**

### ***Suitable candidate should have:***

- Non-judgemental approach
- Friendly, enthusiastic, and kind with people using our services, the public, staff and other volunteers.
- The ability to work well as part of a team and independently when necessary.
- Reliability and commitment
- Trustworthiness
- Flexibility and willingness to help in other departments.
- Willingness to participate in relevant training and information sessions.
- Knowledge of nutrition and a love of food
- Experience with working alongside vulnerable people

## **PARTNERSHIP WORKING**

The Brick is committed to delivering Wigan Council's Deal approach and as such we are asking for applicants who adopt the 3 core behaviours being: **positive, accountable, and courageous**. We are looking for innovation and creativity; The Brick is not afraid to do things differently and pilot new initiatives to trial and test new ideas.

## **OTHER**

### **Health and Safety**

In line with Health and Safety and Lone Working Policies, take reasonable care of personal health and safety and the health and safety of colleagues, mentors and service users and other persons who may be affected by acts and omissions.

Reporting any incidents and Safeguarding concerns in a timely and effective manner following the Wigan tier report system.

### **Diversity**

Understand and implement The Brick's Equality and Diversity Policy.

### **Out of Hours**

You may on occasions be expected to undertake work in the early mornings, evenings, and weekends to ensure full delivery.

Be willing to undertake and assist in fundraising activities which may occur out of hours.

### **General**

To be responsible to the Charity's Management team.

The post holder will be expected to:

Perform any other duties consistent with the broad objectives of the post.

Participate in individual performance review and respond to agreed objectives.

Attend and be an active participant in team meetings, team training and other internal meetings etc.

Attend external meetings, forums, conferences, training etc. as required by Queen's Hall Action on Poverty.

Be aware of professional standards expected in the service, in terms of holistic person-centred delivery, required ongoing personal and professional development.

Maintain up-to-date knowledge of legislation, national and local policies, procedures, recommendations, and guidelines.

Take responsibility for ensuring that legal obligations regarding information which is processed for both mentors and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Confidentiality Policies.

Not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

To undertake other such duties consistent with the post, as jointly agreed between the post holder and Queen's Hall Action on Poverty.

To always deliver the service in line with and adhere to the Policies and Procedures.

To undertake other duties when required to aid in the smooth running of the Project.

To promote good communication within The Brick and the Charity as a whole.

To ensure good time management.

*Queen's Hall Action on Poverty are committed to the safeguarding and protection of all young people and adults, In line with our Safeguarding policies. We will carefully select, train, and support all those with any responsibility within the Charity, in accordance with our rigorous recruitment and selection policies.*