 **JOB DESCRIPTION**

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| **Job Title** | Community Meal Chef and Coordinator |
| **Accountable to** | Arts & Wellbeing Lead (WHALE Arts) |
| **Location** | WHALE Arts Centre  Wester Hailes  Edinburgh |
| **Hours of Work** | 10 hours per week. 10 – 3pm each Friday + 5 hours engagement work to be worked flexibly across the rest of the week. |
| **Salary** | Freelance rate of £15 per hour x 10 hours per week for 12 months Nov / Dec 2019 – Nov / Dec 2020 |

**Summary of the Post**

We are looking for an experienced and enthusiastic chef to coordinate and cook delicious vegetarian food for the Foodness Community Meal. This post offers an opportunity to use your cooking and organisational skills in a friendly self-organised community environment catering for up to 50 people each Friday, carrying out support for volunteer cooks and undertaking community engagement work to encourage increased volunteering and attendance.

**Summary of Project**

The Foodness Community Meal is all about shared food and friendship. Based in the WHALE Arts Centre the meal is a collaboration between WHALE Arts, Prospect Community Housing, SCOREscotland and Space Kitchen (formerly The Broomhouse Centre). The free meal takes place every Friday 1 - 2pm and promotes healthy eating in a welcoming inclusive atmosphere, offering a dignified approach to issues around food affordability as well as reaching out to more isolated residents. The lunch has evolved through various forms in the last few years from a series of Climate Challenge Fund projects run by local partners WHALE and SCOREscotland. Over the last year Friday Foodness has benefitted from the support of The Broomhouse Centre (now Space Kitchen) who have been a key partner over the last year during their temporary stay in Wester Hailes while their beautiful new centre was being built – during this time their café staff and volunteers produced many of the delicious meals along with Tasting Change and SCOREscotland support. Currently a wide range of people attend the lunch from the various groups that are connected to WHALE Arts and SCOREscotland alongside Prospect tenants, other local residents and workers. The intergenerational and intercultural mix of people sitting down to eat together each week illustrates just how effective the Foodness Community Meal is at bringing people together and creating a sense of community.

**Key job responsibilities (see below for detailed job description):**

* Plan the weekly menu making within a given budget, making best use of available seasonal and locally grown produce
* Preparation and cooking of the meal ensuring food is served fresh and on time
* Oversee and support volunteers to help in a variety of ways: including food prep, meal planning, dining room set up, clear-up and other tasks as appropriate.
* Support volunteers to cook the meal themselves one Friday per month.
* Ensure the kitchen is kept clean and tidy and food safety standards are met
* Work with the WHALE Arts team and partners teams to organise Foodness Meal publicity and promotion
* Engage in outreach work to develop new partnerships and encourage increased volunteering and attendance

**Skills, qualities and experience required:**

Essential:

* Experience of menu planning and vegan/vegetarian cooking for large numbers
* Able to work quickly under pressure
* Passionate about good healthy food and able to communicate it
* Able to work on own initiative and to work with others collectively
* Good organisational skills
* Knowledge of food safety and a current Food Hygiene Certificate (or willingness to work towards this as part of the job)
* Experience of community work or working with volunteers
* PVG

Desirable:

* Understanding of environmental and sustainability issues, especially around food

## Job description:

1. Weekly menu planning

* Plan a different two course meal for each week
* Write up and distribute weekly menu at the start of each week for the mailing list, website and which may be used to create a Foodness recipe book
* Coordinate with SCOREscotland regarding ingredients from the Community Fridge and with other supermarket circular economy schemes to source ingredients
* Coordinate with WHALE Arts Community Garden project and other garden projects in Wester Hailes to source locally grown produce
* Ongoing recipe research and testing in order to make the most of seasonal produce and continually serve interesting and tasty food at the meal

2. Preparation and cooking

* Prepare and cook a weekly meal or oversee volunteers doing so
* Ensure food is fresh and ready on time
* Ensure no food waste whenever possible

3. Kitchen management

* Keep the kitchen clean and organised
* Keep fridge and freezer clean and organised, ensuring everything is labelled and discarded if necessary
* Ensure recycling and rubbish are emptied regularly
* Ensure kitchen laundry is washed regularly
* Ensure health and safety standards are enforced

4. Community engagement and volunteer support

* Engage with local organisations and residents to encourage wide volunteer participation in preparing and cooking the meal
* Engage with local organisations and residents to encourage wide and diverse attendance at the meal
* Organise for local organisations and projects to take over a showcase area at the meal to encourage wider attendance and volunteering activity at the meal

5. Evaluation

* Communicate with customers about the food, and take account of feedback and suggestions
* Collect and process data from the meal (attendance numbers and feedback) and pass this to WHALE Arts and Prospect Community Housing in a timely manner for reporting to funders

6. Other

* Work with WHALE Arts and other partners to establish and monitor a Pay What You Feel structure

**Application Process:**

Apply in writing or by email, enclosing/attaching:

* An up to date CV detailing relevant education and employment experience. No longer than two pages.
* A covering letter demonstrating how your skills meet the Essential and Desirable Skills criteria of the job description. No longer than one page.
* Details of two referees, including your most recent employer.

The successful candidate will be appointed to the role subject to confirmation of PVG Scheme Membership.

Interviews will be held **w/c 4th November or w/c 11th November** and we are looking for the successful candidate to start as soon as possible.

Send applications to [info@whalearts.co.uk](mailto:info@whalearts.co.uk) by **midday on Tues 29th October 2019**

**Contact Details:**

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