



North Glasgow Community Food Initiative is a key voluntary sector organisation delivering practical healthy lifestyle projects within our Food Hub communities. We have an exciting opportunity for dynamic individuals to join our service delivery team as a

Sessional Cook (Flexible Working)

Rates:

Community Meals: £14.00 per hour

Cookery Classes: £14.00 per hour contact time / £10.00 per hour prep time

You will be required to deliver community meals and/ or cookery courses aimed at improving the health and wellbeing of local residents to a high standard, focused on healthier eating and cookery skills at one or several of our three Food Hubs in Milton, Royston or Springburn.

Rolling deadline; however, to find out if sessional cooks are still required, or for more information, you may want to email roystonfoodhub@ngcfi.org.uk prior to submitting an application.

NGCFI – ‘Practical Solutions to Healthier Living’

Flemington House – F3
110 Flemington Street
Glasgow, G21 4BX
Tel 0141 558 2500
www.ngcfi.org.uk
Charity No SC036842
Company Reg No 290958

Dear Applicant,

Vacancy: *Sessional Cook (Flexible working)*

Thank you for your interest in this post and North Glasgow Community Food Initiative (NGCFI).

You should have received the following papers with the email / web site download:

• **Application Pack: Advert, Job Description and Person Specification**

Payment and Hours are set out in the advert and Job Description. There may be some evening and occasional weekend work. We require individuals to be flexible in their working hours to suit the needs of the organisation and our service users, however we will also take cognisance of our cooks availability.

Application Procedure

To apply, please email your CV together with a written statement explaining how you meet each of the essential criteria listed within the Person Specification to roystonfoodhub@ngcfi.org.uk, indicating in the email subject line: Application for Sessional Cook. Please also complete the Equal Opportunities monitoring form which will not be used for selection purposes. Applicants will be contacted if invited for interview. We aim to get back to unsuccessful candidates as well so if you have not heard back from us 2 weeks after submitting your application, please check if we have received it.

Interview date: to be agreed

Those invited for interview will be sent a Self Declaration Form – as these posts are Protected Adult and work with Children positions.

Equal Opportunities

As an organisation we are committed to equal opportunities and encourage applications from all sectors of the community. You will be asked to fill in an Equal Opportunities Monitoring Form at the interview. Please call the office if you would like a copy of our equal opportunities policy.

Disabilities

Any applicant with a relevant disability, who cannot submit an application on standard print, should contact me as soon as possible to arrange an application in another format.

We guarantee an interview to anyone who meets the minimum requirements.
Please don't hesitate to contact our office should you require further information.

Best Wishes

Martha Wardrop
Chairperson of the Board of Directors

Job Description

Sessional Cook (Flexible working)

£14.00 per hour contact time; £10.00 per hour prep time

Contract to be provided, including annual leave / paid holiday.

Responsible to Food Hub Coordinators

As a sessional cook you will be required to work flexibly to suit the needs of the participants and NGCFI. You will be proficient at delivering community meals for larger groups of people and/or cookery courses aimed at improving the health and wellbeing of local residents to a high standard, focused on healthier eating and cooking skills as well as bringing in cooking traditions from different cultures. Inputs of cooking on a budget and food waste reduction are also required. For community meals, we source surplus food from FareShare/ supermarkets, so some resourcefulness is required to adapt the menu to the ingredients available, which change every week. For cookery classes, recipes are provided. Classes can be day time or evening, occasionally weekends.

Paid time is given for preparation and tidying up.

A typical cookery class has 2 hours contact time £14 / hour and will allow up to 2 hours for prep at £10 per hour. The set-up of community meals will vary according to each food hub and will need to be agreed with Food Hub Co-ordinators.

Please bear in mind that this is a zero hours' contract, and cooks will only be called upon when there is a demand. No regular job is guaranteed.

The main duties are:

1. Planning and preparation

- Buying the ingredients and where possible using fruit and veg from NGCFI
- Preparing or using existing recipe/information sheets

2. Delivering the weekly classes / workshops for agreed number of weeks

- Picking up equipment for the session from the store in our unit and returning same clean. Storing items carefully. Keeping store room tidy.
- Setting up the sessions with awareness of potential risks
- Encouraging participants to try healthy food and promote healthy eating within the home
- Preparing for and clearing up after the group meetings
- Facilitating the sessions, including registration, start and end of courser monitoring
- Draw upon a common ingredients basket which can be used at home.
- Ensuring that basic food hygiene procedures are followed

3. On-going admin and preparation

- Keep receipts for all expenditure and submit them to the named staff member who will reimburse them, usually paid by BACS.
- Keep a track of the budget for each session (for ingredients)
- Complete monthly time sheets for work undertaken and submit them to the named staff member or Project Manager by 14th of the month. Payment is on last Thursday of the month.
- Keep records of attendance and participant details forms and make reminders to participants for the next session
- Provide recipes each session and collated at the end of the course.

- Liaising with and support any volunteers involved in the sessions

4. Health and Safety, Liaison and Learning

- Comply with health and safety policies and procedures
- Support for and liaison with volunteer(s)
- Liaison with other NGCFI staff who may attend or support sessions
- Liaise with partner staff in respect good communication and delivery
- To be Health and safety aware and undertake risk assessments as required, adhering to same, to minimise risk in all areas of your work.
- Participate in learning opportunities including sessional worker meetings and post course de-briefs.
- Participate in support sessions (individual or group).
- Adhere to NGCFI policies and procedures

5. Monitoring and Evaluation

- You will be responsible for the return of start / end feedback sheets and other feedback information as required such as equalities monitoring forms. Write up an evaluation of the sessions. Final Payment may be withheld until paper work is submitted.

6. To undertake other duties appropriate to the post in support of the organisation's smooth functioning.

The above is subject to review from time to time.

PERSON SPECIFICATION

In applying for this post describe how you meet each of the essential criteria.

ESSENTIAL CRITERIA

Values, Qualifications, or Experience

An interest in and desire to work towards the Vision, Mission and Aims of NGCFI, including a commitment to healthy diet and living.

Experience of and proficient in delivering healthier eating cookery classes

Elementary Food Hygiene Certificate

Community Food and Health

Well organised with an ability plan and deliver cookery classes enthusiastically, focused on healthy eating and sharing cooking skills to young people or adults, including asylum seekers.

Ability to respect individuals and during delivery encourage their interest in food related aspects of their lives.

Communication

Good verbal communications skills and ability to communicate effectively with a diverse range of people.

Competent in MS of Word

Other

Experience of using and working within appropriate protocols and procedures e.g. health and safety, risk assessments

Ability to work on own initiative and as part of a team.

Clean driving license and **access to a car**

Willingness to undergo PVG check

DESIRABLE CRITERIA

Qualification or suitable relevant experience in food and nutrition

Elementary Food & Health Certificate
Emergency First Aider Certificate

Experience of supporting people with higher support needs eg: those with learning difficulties or mental health issues

Awareness and understanding of community food and health issues

Supporting volunteers

Experience of monitoring and evaluation.