

Rosyth Community Projects Limited

Job ID CCMarch24



Job Description and Person Specification

Post Title:	Living Room Cafe Cook
Contract:	Part time 18 hours per week
Salary:	£23,400 Per Rota (£11,232 18 hours)
Pension:	3% employer pension contribution with employee making 5% contribution
Hours of work:	Part time: 18 hours per week on a flexible basis that may include some Saturdays / Sundays / Evenings.
Holidays:	28 days holiday, plus 5 public holidays, per annum pro rata based on 37.5hrs.
Location:	EATS Living Room Café and Hub, 115a Queensferry Road, Rosyth, KY11 2PS – but some travel around Fife may be required
Probationary Period	6 Months

Reporting to: Food Services Co-ordinator

About us:

Rosyth Community Projects Limited is a registered charity based in Rosyth, known locally as EATS Rosyth. We operate the Living Room Café which is a social enterprise that helps fund the project which includes the 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 Café Cook will assist in delivering our Café food operations in the Living Room Cafe and supporting the catering for the Community Hub. You will be working in our kitchen to prepare food sold in the Living Room Cafe, for paying customers during opening hours. In addition, you will support the community cook catering for community meals and events. You will have the responsibility to input on what food is on offer on our menu, as well as help plan daily specials and weekly ordering. You will complete paperwork in line with REHIS and Food Standard Scotland guidelines.

You will need to ensure the kitchen runs smoothly with the help of our team of volunteers. You will make sure that EATS serves good quality, nutritious food,

making sure this is done with a strong focus on food safety and hygiene. 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 support a cafe 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 and generating income for the project. This menu will include breakfast, brunch, main meals, light bites and salads, soups and food for children.
2. To help ensure the Community Hub's kitchen and cafe 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 — of paramount importance.
4. Liaise with suppliers, monitor stock and order food, oversee deliveries, working within a kitchen budget and minimising food waste.
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 Food Services Co-ordinator 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.
7. Provide training and support to kitchen volunteers
8. To model dignity in all relationships with staff, volunteers and customers alike
9. Undertake training related to the post as appropriate
10. 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 café kitchen
- 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 support others who may experience barriers to inclusion
- Displays honesty, integrity and a strong sense of ethics in all actions and decisions

Desirable requirements:

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

Rosyth Community Projects Limited is an accredited Living Wage & equal opportunities employer and a registered Charity SC048688. All personal information supplied as part of this application process for employment will be held and used in strict accordance with GDPR policies.

Job Description: March 2024