

Signpost International SCIO Job Profile

Role	Cook and Cafe Assistant
Location	The Roundhouse, Lothian Crescent, Dundee, UK
Date reviewed	April 2021

Terms of reference

Salary	£20,716 (per annum pro rata)
Pension	Signpost International operates a pension scheme which all employees are eligible to join.
Holiday	30 days per year (pro rata) plus Scottish public holidays.
Hours	The normal hours of work will be 21 hours per week (0.6 FTE). Preferred working hours Tuesday-Thursday 8am-4pm. Additional flexibility in working hours will be required due to some weekend and evening work. Payment for overtime is not given but employees are entitled to time off in lieu by agreement.
Contract term	12 months (with possibility of extension dependent on funding)
Requirements	Full, clean driving license Must have legal right to work in the UK Candidate must be subject to basic disclosure and reference check

The Main Purpose of the Job:

In March 2021, Signpost International launched the Community Kitchen based at the Roundhouse in Whitfield. The Community Kitchen transforms usable, surplus food (from supermarkets, restaurants, farms, and other food providers) into freshly prepared, nutritionally balanced meals that are chilled or frozen before being redistributed to various third-sector food providers within Dundee. They then distribute these to people and families experiencing financial crisis as part of their emergency food parcels.

Developing later in the year will see the establishment of the Roundhouse Café. This will become a regular, commercial café providing a focal community hub for local residents encouraging people to meet and connect with their neighbours. It will accommodate those on lower incomes through a Pay-it-Forward scheme. Profit from the café will be reinvested to support the Community Kitchen and wider projects of Signpost International.

We are looking for a Cook and Café Assistant to support the work of the Community Kitchen and Community Café. If you have passion for tackling food poverty and reducing food waste and have experience in catering, we would love to hear from you.

About Signpost International

Signpost International is a Dundee-based international development organisation. Working in partnership with local organisations, currently in the Philippines, Uganda, and Scotland, we facilitate communities to be the drivers of their own change. We work towards our vision of an 'equitable world where poverty and injustice are eliminated, people thrive and communities flourish.'

Inspired by our Christian faith, our work includes four key areas – food security, sustainable livelihoods, water and sanitation, and global citizenship. Each area of work harnesses the power of education to enable people to reach their potential and build a better future.

Much of our recent work has focused on overseas. However, we believe poverty is a global phenomenon which exists right here on our doorstep, in addition to overseas. The Community Kitchen represents a shift toward challenging food insecurity in Dundee.

Core Responsibilities

Meal preparation

- i. Contribute to the design of recipes using primarily intercepted food (i.e. surplus, usable food from supermarkets, cafes, farms and other food providers that would have been going to landfill)
- ii. Preparation of full allergen information of all meals prepared
- iii. Cooking, portioning and labelling of meals at the Signpost kitchen (at least 200 meals per week). Meals to be chilled or frozen on site prior to distribution to the third sector food provision charities
- iv. Maintain cleanliness and hygiene of the kitchen in accordance with Health and Safety regulations and guidance
- v. Ensure food safety systems in place and documented accordingly
- vi. Management and oversight of volunteers

Café Support

- i. Ordering and monitoring supplies
- ii. Ensuring cleanliness and welcoming environment of the café
- iii. Prepare and serve a range of simple hot and cold meals, drinks, sandwiches, and snacks
- iv. Undertake administrative functions and maintain accurate records
- v. Undertake front of house duties and basic cash handling

Project Support

- i. Stock recording and management
- ii. Sourcing new donors of surplus food
- iii. Liaising with recipients and delivery partners of the Community Kitchen
- iv. Contribute to the creation of recipe cards which will be distributed alongside the packaged meals
- v. Monitoring and evaluation
- vi. Contribute to operational and business plans of the FSR programme and Roundhouse café
- vii. Represent the organisation and project at various city-wide events

The above list of responsibilities provides an overview and should not be considered an exhaustive list.

Person Specification

Attributes	Essential	Desirable
Qualifications	Level 2 food hygiene certificate	Level 3 food hygiene certificate
		SVQ level 3 in food preparation and
Experience	Previous experience in professional food production	Experience in the voluntary sector
	Basic experience of stock ordering and management	Experience in at least one of the relevant fields of our work [Administration, Project Management, Financial Management, Business Planning, Consultation, Monitoring & Evaluation, Strategic Development]
	Experience in aspects of café management or support	
	Experience in people/volunteer management	
Knowledge	Proficiency in computer skills, including Word, Excel, PowerPoint, and use of internet and email	Knowledge of COSHH & HACCP
	Knowledge of food hygiene and health and safety	Knowledge and understanding of challenges of food insecurity and food waste in Dundee
		Good understanding of a range of effective community development approaches
Skills and abilities	Excellent organisational and time management skills	Ability to analyse complexity and recommend strategic decisions
	A systematic approach to work and strong attention to detail	Basic cash handling skills
	An excellent team player with good skills in teamwork and consultative approach to decision making	
	Excellent interpersonal skills with the ability to build effective relationships and networks, both internally and externally	
	Excellent communication skills in English, both oral and written, able to communicate effectively with people of all ages and backgrounds	
Special qualities	A commitment to Signpost International's vision, mission and values, and accepting of its Christian identity	Access to their own vehicle for travelling to talks/events or collecting donations and delivering meals.
	A passion for good quality food, challenging food insecurity, and reducing food waste	

	Self-aware individual with creativity, drive, resilience and integrity whilst keeping a sense of perspective - and even humour	
	Sensitive to the complexities of cross- cultural communication and able to sustain good working relationships within a small team	
	Full, clean driving license	