

Signpost International Job Profile

Role	Food Project Cook
Location	The Roundhouse, Lothian Crescent, Dundee, UK
Date review	April 2022

Terms of reference

Salary	£20,811 (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 28 hours per week (0.8 FTE). Preferred working hours Monday, Wednesday-Friday 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.
Requirements	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, greengrocers, farms, and other food providers) into freshly prepared, nutritious meals that are chilled or frozen before being redistributed to various third-sector food providers within Dundee. These organisations then distribute the meals to people engaging with their services, either as part of an emergency food parcel or at an open-door larder session.

Alongside these meals in late 2021 we opened the Roundhouse Café. This 30-seater café (which supports a pay-it-forward scheme & gives away surplus food ensuring everyone can eat) is becoming a gathering place for locals & community groups, addressing social isolation, food waste, and hunger simultaneously. Profit from the café is reinvested to support the Community Kitchen and wider projects of Signpost International.

We are looking for a creative person with a love of cooking great meals, a passion for reducing food waste and tackling food poverty, and experience in a professional kitchen – think *Ready Steady Cook* without the live studio audience! The role involves balancing the production of meals to a high standard while ensuring the smooth operation of the café both of which are enabled by volunteers with varying levels of experience and ability. The Food Project Cook will work closely with our Food & Health Development Officer in planning our food-centered activities.

About Signpost International

Signpost International is a Dundee-based community development organisation. Working in partnership with local organisations, currently in 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 and has been building strong momentum since its launch.

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 waste) alongside ingredients grown in our on-site garden.
- ii. Preparation of full allergen, nutritional, and ingredient information of all meals prepared (full training and support will be provided)
- 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

Café

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

Although the successful candidate will be responsible for these tasks, project volunteers will be available to assist with various elements of food prep, cooking, portioning, cleaning and admin.

In addition to these particular responsibilities, the role requires two core functions which relate to both the Community Kitchen and Café: (1) providing management & oversight of a team of volunteers and staff; and (2) undertaking stock recording and management duties.

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 cookery or equivalent qualification
Experience	Previous experience in professional food production	Experience in the voluntary sector
	Basic experience of stock ordering and management	
	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 food hygiene and health and safety	Knowledge and understanding of challenges of food insecurity and food waste in Dundee
	Good knowledge and understanding of COSHH & HACCP principles and practices	
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
	Excellent communication skills in English, both oral and written, able to communicate effectively with people of all ages and backgrounds	Good photography skills
Special qualities	A commitment to Signpost International's vision, mission, and values, and accepting of its Christian identity	Access to their own vehicle
	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	