Job Title: Cookery Skills Manager (The FullCrumb Kitchen)

Reporting to: Head of People and Service Delivery
Location: Leeds
Salary: £27,367 to £30,420 pro rata (dependant on experience)
Hours of work: 22.5 hours per week (Open to flexible working)
Other Benefits: 25 days annual leave + bank holidays (pro rata), Contributory pension scheme, relevant training and PPE equipment provided, Hybrid working.

The role will include:

- To coordinate and deliver a programme of cookery classes and events within current funding projects for individuals from our employability programmes and the charities and organisations we support.
- To liaise with a wide variety of agencies, establishing links and promoting the programmes.
- To work appropriately with people with a wide range of backgrounds and abilities.
- To deliver identified project outputs and outcomes as required by the selected funders as agreed in the delivery plan co-produced with the development team at FareShare Yorkshire.
- To work in ways which meet the objectives of the charity's Vision, Mission and Values.

Main Responsibilities/Accountabilities:

- To coordinate the delivery of cookery courses to individuals of all ages and abilities within The FullCrumb Kitchen, ensuring equipment, resources and ingredients are appropriate to each class.
- To implement and maintain strict standards of hygiene in the preparation and cooking of food.
- Deliver, track and report on accredited training such as Food Hygiene Level 2, maintaining high standards of delivery and record keeping.
- To source appropriate ingredients, utilising surplus food in the first instance.
- To support and work with volunteers.
- To establish and maintain effective links with a wide range of statutory and third sector agencies and projects across Yorkshire.
- To work to guidelines from key stakeholders such as Public Health, keeping up to date with changes in food policy, strategy and dietary advice.
- To contribute to production of written work plans and reports and attend project steering group meetings.
- To develop, collect and produce participant case studies that evidence the impact and outcomes of cookery programmes, including gathering feedback, success stories and progression journeys for use in funder reports, monitoring, evaluation and promotional materials.
- To promote equal opportunities and anti-discriminatory practice in line with FareShare Yorkshire's policies and procedures.
- To work collaboratively with the team and with the partner organisations of FareShare Yorkshire, attending regular team meetings.

- To work in accordance with the organisational policies and procedures
- Any other duties commensurate with grade and agreed with line manager.

Principal Health and Safety Responsibilities:

- Compliance with the Health and Safety at Work Act, with specific responsibility for the health safety and welfare of all personnel within their control. Including themselves and for ensuring the overall safe and compliant planning, implementation and monitoring of all activities.
- Reports all accidents and/or incidents and near misses in accordance with the Organisation's procedures
- Responsibility for the implementation of HACCP procedures and liaison with the relevant Environmental Health Officer

Essential

- Experience in planning, coordinating, and delivering cookery classes/events for diverse groups.
- Demonstrable training experience
- Strong understanding of food safety and hygiene standards.
- Ability to engage and work appropriately with individuals from a wide range of backgrounds and abilities.
- Strong communication skills (verbal and written) for reports, publicity materials, and external liaison.
- Full UK driving licence with access to own vehicle
- Willingness to undergo a DBS check prior to employment and throughout service as required.

Desirable

- Knowledge or qualification in nutrition and healthy eating guidance.
- Accredited to deliver Level 2 Food Hygiene
- Experience using surplus food creatively and sustainably.
- Experience of working with disadvantaged or vulnerable groups in community or employability programmes.
- Familiarity with public health food policy, dietary guidelines, and current strategies.

How to apply

Please send the following to Rachel Morgan-Ramsden, Head of People and Service Delivery, at rachelmorgan-ramsden@fareshareyorkshire.org:

- An up-to-date CV outlining your relevant experience and skills.
- A covering letter explaining your interest in the role and how you meet the essential criteria.

Please ensure your application clearly demonstrates how you meet the requirements set out in the person specification.