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|----------------------|--------------------------------------------|
| <b>Job Title:</b>    | Experienced Cook                           |
| <b>Organisation:</b> | The Larder West Lothian                    |
| <b>Reports to:</b>   | Training Manager                           |
| <b>Salary:</b>       | £15 – £20 per hour dependant on experience |
| <b>Contract:</b>     | Self Employed                              |

### **Summary of main purpose of role:**

The Larder's vision is for a Scotland where everyone has the opportunity to reach their full potential regardless of the start that they have had in life. We use our pioneering social enterprise to enable young people, who have multiple complex barriers to reaching their full potential, to engage in learning that meets their needs and aspirations.

We are now looking to expand our team and recruit a pool of experienced cooks (self-taught or qualified) on a self-employed basis that can work across West Lothian and support us in our vision and mission.

Our kitchen team support culinary skills training for young people and adults in our Training Academy, local schools, training cafes and our food insecurity project, Catalyst Kitchen. The post will require you to be an experienced cook (qualifications not required) with a desire to support those with complex barriers to employment to access high quality training that will move them closer to or into work.

Associates are invited to deliver specific contracts as they are awarded to The Larder alongside providing staff cover due to sickness, holidays and unforeseen increases in trainee numbers throughout our training programmes. Hours of work, delivery and payment will be agreed with the Training Manager in advance of each contract.

As a member of The Larder team you will be reliable, enthusiastic and capable of positive customer interaction in our cafes and training centres and remain consistent with our company ethos and focus. You will have excellent communication skills, a friendly and engaging personality and comfortable working with members of the public and staff. You will be a positive role model and engage with our trainees in a friendly and professional manner, with a positive attitude to working you will take responsibility for training learners in your area of expertise.

### **Key tasks and responsibilities**

- Preparing and cooking great quality food to the high standard expected by our Customers/Learners.
- Contribute to menu development with our staff team
- HACCP Food Safety
- Plan teaching and learning to improve outcomes for all learners, and manage implementation ensuring learning is delivered in line with curriculum and programme requirements
- Support, manage and deliver positive learner experiences
- Work with Learners and Staff to ensure excellent customer experiences every time.

- Where necessary support the Catalyst Kitchen project through delivery of training, supporting work experience and preparing food.
- Assess SQA qualifications and support trainees to be all that they can be
- Ensure professionalism to include daily checks on the learning environment, session preparation, ensuring learners are effectively engaged in learning
- Work with staff to ensure supportive links with all stakeholders
- Ensure observations of all learner processes are of the highest standard
- Undertake any other tasks and responsibilities appropriate to the level of this post determined by the Training Manager
- Ensure that every learner completes an evaluation at the end of each course
- Gather information to evidence social impact as set out in work plan

### **Quality**

- Set targets for Learners' participation, retention, achievement and progression
- Monitor Learners performance according to agreed standards and targets and take necessary action to support and resolve according to performance levels
- Ensure day to day contractual compliance including all documentation relating to the programmes, ensuring the quality content, accuracy, validity and timely completion of Learners' start/leaver documents, Individual learning plans and progress reviews. Attendance records, placement health and safety documentation relevant and up to date
- Ongoing Curriculum development working closely with the Training Manager
- Develop and promote e-learning, use of ICT to the benefit of the learners
- Remain fully up to date on SQA qualifications system

### **Standard Responsibilities for all Associate positions in The Larder**

- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities
- Comply with all Larder policies and procedures
- Managing your own time, tax and national insurance
- Submitting invoices for the work delivered as agreed in each contract
- Provide evidence of continuous professional development in line with SQA requirements

### **In return The Larder will:**

- Pay all invoices in the agreed timescale
- Add you to our newsletter mailing list so that you are engaged in all of our contracts
- Include you in relevant training and team events to ensure that you are informed of all developments in the organisation
- Invite you to stakeholder events

This role will involve engagement of, supervising, working with and/or being in sole charge of children and young people. The successful applicant will therefore be required to apply for a disclosure. A disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate gives details of those who are banned from working with children

## Person Specification

| Associate Chef Trainer                                                                                              | Essential | Desirable | Method of assessment |
|---------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------------|
| <b>Qualifications/ Training:</b>                                                                                    |           |           |                      |
| REHIS or equivalent min level 2                                                                                     | ✓         |           | CV and Interview     |
| Professional cookery                                                                                                | ✓         |           | CV and Interview     |
| L&D9D1 – Assessor Award                                                                                             |           | ✓         | CV and Interview     |
| <b>Experience</b>                                                                                                   |           |           |                      |
| Experience of developing and delivering curriculum strategies to meet the learning needs of young people and adults |           | ✓         | CV and Interview     |
| A minimum of 5 years of cooking in a variety of kitchen settings.                                                   | ✓         |           | CV and Interview     |
| A minimum of 2 years SQA assessing experience                                                                       |           | ✓         | CV and Interview     |
| <b>Skills and Knowledge:</b>                                                                                        |           |           |                      |
| Knowledge of training processes                                                                                     | ✓         |           | CV and Interview     |
| Strong organisational skills, the ability to prioritise workload                                                    | ✓         |           | CV and Interview     |
| Effective communication and listening skills                                                                        | ✓         |           | CV and Interview     |
| <b>Attributes / Other Requirements:</b>                                                                             |           |           |                      |
| Demonstrates enthusiasm, confidence and pride in others' abilities                                                  | ✓         |           | CV and Interview     |
| Works for continuous improvement, is proactive and demonstrates perseverance                                        | ✓         |           | CV and Interview     |
| Holds a current clean driving licence and has access to own transport                                               |           | ✓         | CV and Interview     |