

The Active Wellbeing Society (TAWS)

Job Title:	Community Kitchen Co-ordinator
Salary:	£10.25/hr
Responsible to:	Happy Healthy Holidays Project Manager
Location:	Various locations around Birmingham
Hours of Work:	20 – 30 hours over 4 days/week for 4 weeks during July/August summer holidays

Overview

The Active Wellbeing Society (TAWS) is an independent community benefit society which works with some of the poorest communities in Birmingham to improve people's health and wellbeing through physical activity. Its mission is to:

Use physical activity, guided by innovation, collaboration and insight, to do the collaborating and development required to create stronger and more resilient communities

The Active Wellbeing Society is a Community Benefit Society, which means that it is controlled by its membership (users, communities, partners and stakeholders) and cannot use surpluses to anything other than community benefit. All assets are "locked" for the benefit of the communities that TAWS serves. It has charitable purposes and is treated as a charity by HMRC.

This post will be working as part of the Happy Healthy Holidays project, which aims to feed nearly 18,000 free school meal eligible children around Birmingham during the summer holidays. Typically children on free school meals suffer from food insecurity during the holidays and this has a severe impact on their general wellbeing, and social and educational development. The project will provide a healthy meal and snack with 4 hours of activities, for 4 days per week for 4 weeks of the summer holidays, at sites located all around Birmingham. Sites will vary in size and times of delivery, from 50 children in one sitting to 200 children across two sittings.

Key Responsibilities:

This role is responsible for ensuring the delivery of food to communities in accordance with the Happy Healthy Holidays Project

Main outcomes to be delivered by the role:

1. Co-ordinate delivery in a community kitchen, supporting kitchen assistants and volunteers.
2. Ensure food is prepared and delivered to and with communities in accordance with the aims of the Happy Healthy Holidays Project
3. Work with waste and surplus food to deliver menus as coordinated and agreed with the project manager
4. Support and supervise assistants and volunteers to support the delivery of food through the Happy Healthy Holidays Project
5. Ensure all relevant standards relating to food preparation and delivery are complied with in line with the requirements of the project
6. Ensure all relevant legislation and food preparation standards are complied with
7. Lead or assist enrichment sessions to teach children about food and nutrition
8. To work with the Memberships Team to actively promote membership of the Society and to inspire local people to get involved, placing members at the heart of the organisation, listening and responding to their needs.

Knowledge, skills and abilities

Essential

1. Knowledge and ideally some experience of catering, retail food provision, menu planning and development.

Desirable

2. Understanding of and ideally some experience of delivering food at a large scale and managing catering staff
3. Experience and understanding of community development principles, ideally through the medium of food
4. Knowledge and ideally experience of working with waste and surplus food providers
5. Experience of volunteer management
6. Qualified to at least level 2 food and hygiene or preparedness to work towards it (training provided)
7. Knowledge of and ideally experience of working to provide food in an outreach capacity
8. Commitment to creating welcoming spaces beyond the provision of food
9. Understanding of and commitment to the principles and values of cooperatives