

**JOB TITLE:** SESSIONAL FOOD PREPARATION & COOKERY TUTOR

**HOURS:** 2.5 hrs twice a week (Tuesday & Thursday)  
There will be 4 periods of 13 weeks (i.e., 52 working weeks in total – 260 hours) during the 65-week period 26<sup>th</sup> January 2021 to 15<sup>th</sup> April 2022.

**PAY RATE:** £18.74 per hour (plus 12.1% added for holiday entitlement)

**LOCATION:** Bosavern Community Farm, St Just, Cornwall TR19 7RD

**LINE MANAGER:** Training & Project Co-ordinator and Designated Director of BCE Management Board

### PROJECT SUMMARY

The Growing and Empowerment project aims to provide support, training workshops and work experience for people who are unemployed and economically inactive in West Cornwall. The project will use market gardening, retail and food preparation activities to help participants build confidence and skills to overcome their barriers and help them progress onto the pathways of employment, education or training.

The project is delivered through four 13-week periods of support, spread over the life of the project. Participants will attend the farm two days a week with each 13-week series having approximately 10 participants (40 over the life of the project).

### JOB DESCRIPTION

- To supervise and train participants to prepare the lunchtime meal
- Deliver healthy lunches on time and to a budget using the seasonal available produce of the farm
- Create an environment where participants feel welcome, safe and valued
- Enthuse, encourage and train participants in the preparation of lunches
- Produce recipes for participants to take home
- Organise and plan own resources to time and to budget including ingredients, cleaning, teaching, assessment and record-keeping
- Ensure the cooking and eating area is clean and tidy at the beginning and end of each session
- As part of the wider training delivery team, support participants in improving skills such as timekeeping, personal hygiene, teamwork, communication, independence and to help them develop a growth mindset towards overcoming challenges
- As part of the wider training delivery team, observe, monitor and report on participant progress
- Adhere to all farm policies taking particular responsibility for assessing and mitigating risks within the kitchen area

## **PERSON SPECIFICATION**

### **EXPERIENCE**

- Experience of working in food preparation and cooking
- Experience of teaching/training/mentoring adults with diverse needs, including support, assessment and feedback

### **EDUCATION, SKILLS & KNOWLEDGE**

- A food hygiene qualification e.g. Level Two Food Hygiene Certificate or a willingness to train (essential)
- A teaching qualification e.g. PTTLs (desirable)
- Ability to cook tasty, healthy food on a budget
- Strong interpersonal and communication skills

### **PERSONAL QUALITIES**

- Approachable, encouraging manner
  - Enthusiastic about food
  - Flexibility and willingness to adapt
  - Independence and ability to manage own workload
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