



**Main Contact :-**

**David Williams – Development Manager**

**Mustard Seed**

**14-16 Wendron Street**

**Helston**

**TR13 8PS**

**01326 564194**

**email: [mustardseed@post.com](mailto:mustardseed@post.com)**

**APPLICATION FOR THE POST OF Cooking Skills Co ordinator**

Thank you for expressing interest in this post.

Mustard Seed (SW) (will be referred to as Mustard Seed) will be the employer for this post.

Mustard Seed is the charity that runs the Open Door Café.

**The Cooking Skills Co ordinator line manager** will be the Development Manager of Mustard Seed who is accountable to the Directors of Mustard Seed.

**Purpose of Job.**

The post holder is to develop and instigate a cooking skills programme to increase the skills of and support adult/s who are lacking the confidence and /or ability to actively engage with hands on cooking. This role will help those we support to develop and understand what a balanced diet really consists of, skilfully optimise a small food budget, plan healthy menus and learn to actively understand the importance of food safety.

To work with the management team at Mustard Seed to help those we support as a charity to engage with and learn sound and robust food safety, and health and safety procedures as part of the programme.

Should you wish to apply, your application - which can be received by email to [mustardseed@post.com](mailto:mustardseed@post.com) and/or by letter directed to: David Williams, Development Manager, 14-16 Wendron Street, Helston. TR13 8PS

Closing date is 5pm on Friday 21<sup>st</sup> June 2019. *(note that we anticipate that interviews will take place the week commencing 24<sup>th</sup> June 2019.)* We would anticipate the role start date to be approximately **Mid July 2019** *(the actual date would be dependent on whether any notice is required, adjustments could be made for the right candidate).*

Yours sincerely

David Williams  
Development Manager  
Mustard Seed

---

(please find attached Job Description & Person Specification)

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Post Title:** **Cooking Skills Coordinator** (*part-time, 5 hours per week over 1- 2 days, flexibility will be expected as course will need to be flexible with different client groups ) for 12 months initially (possible extension depending on available ongoing funding) Hours of work between TBC but to be flexible with anticipated course – some weekend and early evening work may be expected.*

**Reporting to:** **Appointed Line Manager**

**Responsible for:** Self and individuals supported.

**Liaison with:** Development Manager and Directors of Mustard Seed

**Salary** £8.21 per hour.

**Trial period** 12 weeks starting at initial appointment.

---

**Main Duties:** To develop, instigate and provide high quality cooking skills to a wide range of adults with differing abilities and levels of confidence to engage with a new cooking skills training programme working to the highest level of food safety and health and safety standards at all times.

---

### **Main Tasks and Responsibilities**

**The Cooking Skills Coordinator will take responsibility for the following tasks**

- To make contact and develop a good relationship with local children's centres, colleges and other relevant organisations to offer a food cooking skills course that will meet the need of those who are struggling to prepare / provide nutritious meals for themselves or their families.
  - To develop, instigate and continue to provide a high quality cooking skills course as laid out in the Main Duties section above.
  - To ensure full completion of relevant record keeping as dictated by the organisation.
  - To be responsible for all individuals whilst working alongside the other members of staff and volunteers in the organisation.
  - To fully comply with all Health and Safety, COSHH, infection control and Food Hygiene regulations at all times
  - To help and maintain a clean and tidy environment at all times in the café and preparation areas.
  - To be an active and supportive team member, contributing in a constructive manner and treating all of Mustard Seed's team members and customers with fairness and courtesy
-

- To work in a way that is consistent with the Charities vision, including active participation in large events, out reaches and other promotions
- To provide excellent customer service, serving customers promptly, courteously and with a smile.
- Ensuring that any food and drink served is safe, of a consistently high standard and is well presented
- Ensure HACCP processes are followed and recorded as required.
- Any other tasks and duties as and when required.

**The Cooking Skills Coordinator will have joint responsibility for the following tasks**

- Positive promotion of Mustard Seed and the Community Cafe, to the Press, to the Public, to Local Businesses and other Charities, Community Organisations and Local Authorities, and the general public at large.
- Input into Health & Safety, Food Safety and Fire Safety safeguards as fitting a busy community organisation.
- Provide support to other staff members and/or volunteers.
- Providing information for adult social care if required.

**Key Performance Indicators.**

**Mustard Seed will expect that by the end of the 12 week trial period the successful candidate will have achieved the following objectives:-**

- To have developed a basic cooking skills course to start in September 2019, which will continue to further develop to meet the needs for those attending.
- To have made contact with and developed a good relationship with local children's centres, colleges and other relevant organisations to offer a food cooking skills course that will meet the need of those who are struggling to prepare / provide nutritious meals for themselves or their families.
- To have worked with other staff members and the management to enhance the life skills programme that is currently on offer.

**Skills, competences and experience shall include:**

**Essential**

- A willingness to work towards completing the Skills for Care (The care certificate) training online programme (or training in line with or above)
  - A real interest in and ability to cook a wide range of nutritious and cost effective meals on a budget for individuals and families.
  - A sensitive nature and ability to come alongside and nurture, encourage and guide those with whom the charity endeavours to help.
  - Attention to detail and accuracy
-

- Good administrative skills
- Commitment to great customer service and aims to exceed customers' expectations
- Being a team player
- A willingness to understand the needs & motivations of volunteers and those we support.
- An understanding of the needs of customers.
- Self-motivation and the ability to achieve tasks with a minimum of supervision
- Ability to plan, organise and manage new and innovative support ideas
- Outgoing personality, a friendly yet efficient style and the ability to rapidly establish a rapport with people.
- A willingness to learn new skills as systems and needs develop.
- A willingness to work flexibly within the total number of hours per week determined by operational priorities.
- Commitment to Equal Opportunities

### **Desirable**

- Previous experience in preparing nutritious food
- Previous experience working in a care background
- A relevant qualification in the care sector.
- Evidence of Health & Safety and/or First Aid training/competence.
- Basic food hygiene certificate (training towards this will be provided)
- Previous experience of working with volunteers.
- A clean Driving Licence and own transport

Please note that as this role may include working with vulnerable adults, anyone applying for a role which involves a regulated activity and certain controlled activity will require a criminal records check from the Disclosure & Barring Service.

### **Personal attributes**

- Agree to work with and support the Christian values and ethos of Mustard Seed (SW).
  - A positive attitude and commitment to providing excellent quality care and support for vulnerable people.
  - Ability to work unsupervised
  - Ability to work under pressure and to deadlines
  - Honesty and integrity
  - Ability to lead and work as part of a team
  - Value all the people who come into contact or work in Mustard Seed.
  - Physically fit
  - Shows initiative and is self-motivated
  - Heart for hospitality
  - Strong communication skills
  - Positive with a can do attitude
  - Willingness to be flexible
  - Enjoys working with others as a team
  - Receptive and listens to others
  - High standards of personal and food hygiene
-



**Main Contact :-**

**David Williams – Development Manager**

**Mustard Seed**

**14-16 Wendron Street**

**Helston**

**TR13 8PS**

**01326 564194**

**email: [mustardseed@post.com](mailto:mustardseed@post.com)**

**APPLICATION FORM FOR THE APPOINTMENT OF Cooking Skills Coordinator**

**CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

---

**For the post of: Part-time, Cooking Skills Co ordinator**

**At: Mustard Seed - The Open Door Café**

**Employer: Mustard Seed (SW)**

---

Please return the completed application form to:

**Name:** Mr David Williams – Development Manager

**Address:** Mustard Seed, 14-16 Wendron Street, Helston. TR13 8PS

**Before: 5pm . Friday 21<sup>st</sup> June 2019**

**Name in full ..... (Mr/Mrs/Miss/Ms)**

**Address:.....**

.....

.....

**Post Code .....**

**Tel No: Home.....**

**Mobile.....**

**Email.....**

---

**Please tell us:**

- **What experience have you had with supporting people?**

(This can include your experience in supporting anyone who has been dependent on you in some form and looked to you for support).

- **What experience do you have with preparing and executing training/ workshops or displays?**

- **What experience do you have in preparing food and cooking food on a budget?**



## Dates

### Post Details

*Or can you work alongside your current job?*



## Disability

Do you consider yourself to have a condition or disability, as defined by the Disability Discrimination Act?

**YES/NO**

If yes, please describe any special conditions or adjustments required.

## References

Please supply the names and addresses of two referees, including your present employer, if you are in employment. **Note:** References will be sought only if you are invited to interview.

**Name**.....

**Telephone Number**.....

**Address**.....

.....

.....

**Name**.....

**Telephone Number**.....

**Address**.....

.....

.....

.....

## Convictions

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? **YES/NO**

If yes, please supply further details.

(Please note that as this role may include working with vulnerable adults, anyone applying for a role which involves a regulated activity and certain controlled activity will require a Criminal Records check from the Disclosure & Barring Service.)

You are welcome to give additional information, which may be written, in the space below.

**Declaration**

**I am over the age of 16**

**I confirm that the information given in this form is true and correct. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from this employment by the employer.**

**Signature .....**

**Date .....,**

## Mustard Seed (SW)

### EQUAL OPPORTUNITIES MONITORING FORM

The information sought below will be detached from the application form, and used in an anonymous format for statistical purposes only, and your assistance in completing this questionnaire will be appreciated, but is not compulsory.

Mustard Seed has an equal opportunities policy, and is committed to treating employees with dignity and respect, regardless of race, gender, disability, age, sexual orientation, religion or beliefs. We therefore welcome applications from all sections of the community. However it is essential that our employees and volunteers are sympathetic to the ethos of Mustard Seed (SW).

**In addition it is an Occupational Requirement for some key posts (including this one) to be filled by Christians whose lives reflect the Ethos of this organisation.**

Please place a tick against the category which best describes your ethnic origin.

Ethnic origin refers to members of an ethnic group who share the same cultural background and identity.

- |                                     |                          |
|-------------------------------------|--------------------------|
| Bangladeshi                         | <input type="checkbox"/> |
| Black African                       | <input type="checkbox"/> |
| Black Caribbean                     | <input type="checkbox"/> |
| Black European                      | <input type="checkbox"/> |
| Black (Other)                       | <input type="checkbox"/> |
| Chinese                             | <input type="checkbox"/> |
| Indian                              | <input type="checkbox"/> |
| Pakistani                           | <input type="checkbox"/> |
| White European                      | <input type="checkbox"/> |
| White (Other)                       | <input type="checkbox"/> |
| Other ethnic group (please specify) | <input type="checkbox"/> |

Which age bracket do you fit in?

Under 25 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ Over 65 ☐

Do you have a disability?    Yes    ☐                      No            ☐

Are you:                      Male    ☐                      Female    ☐