



Food Projects Co-ordinator

**35 hours per week plus overtime
as required by The Pyramid (to max 40 hours per week)
FTE £23,000 pa, based on 35 hour week**

Initial fixed term contract of 1 year, extension subject to funding. Based at The Pyramid.

We welcome applications for job sharing or other flexible arrangements

Responsible to: Kitchen and Food Projects Manager

Responsible for: No staff supervision currently required but the Food Co-ordinator would be expected to oversee and support casual/sessional staff and volunteers

Key relationships: Staff and Trustees; Pyramid and Community Shop Members and customers; partner organisations and staff.

Our charitable objectives:

To prevent and relieve poverty; to advance citizenship and community development; to advance the arts, heritage and culture; and to provide recreational facilities and organise activities for members of the public which reduce isolation and loneliness and increase wellbeing.

Our vision:

For The Pyramid to be the community anchor organisation in a thriving, well-connected neighbourhood where everyone feels able to contribute.

Our mission:

To provide an inclusive and inspiring community-led space that people can count on. The Pyramid will be a vibrant home to a diverse range of opportunities and activities to improve the wellbeing of the community.

Our values:

- Open and transparent
- Encouraging and supportive
- Fair and just
- Compassionate and caring
- Curious and creative

Food Projects Co-ordinator Post

The Pyramid at Anderston SCIO was formed as a charitable Trust in 2018 and took ownership of our B-listed iconic heritage building in March 2019. Since then, The Pyramid has experienced rapid growth and success; we have grown from a staff team of two to a current team of five, with a further three roles ready to be filled, and have secured over £2 million in revenue and capital funding.

We are about to launch some new and exciting food projects and this is a great opportunity to get involved in planning and shaping our provision.

We are looking for a competent Food Projects Co-ordinator to work with our Kitchen & Food Projects Manager to oversee the launch of our Community Zero Waste Shop, assist with ongoing food projects and maximise the use and benefits of our newly refurbished Community Kitchen. This is very much a hands on role and you will work in both the shop and kitchen.

Your job will be to play a key part in the establishment and running of an exciting, innovative community shop and kitchen that is committed to reducing food waste, tackling food poverty, improving access to affordable good food, providing a range of community food projects and helping The Pyramid to become a destination food venue.

Planned activities include regular community meals and food shares; running a café and takeaway service from our Kitchen; catering for internal and external events and activities; establishing a regular Farmers/food market; supporting community members to use the Kitchen; establishment of our Shop including a Community Fridge and Pantry; food based events, cookery lessons and more.

You must have excellent organisational skills, have an ability to communicate with people from a diverse range of backgrounds and be able to plan and cook interesting meals from a sometimes unpredictable range of produce.

Our Kitchen intends to transform usable, surplus food from supermarkets and other food providers into a nutritious meals for service and into ready meals and meal kits to expand the range and diversity of the Shop. You will be required to sometimes lead these activities.

This is an exciting opportunity to work with an ambitious organisation where you will be able to shape the role and future development. We are committed to a diverse workforce with wellbeing central to all we do.

Key Responsibilities

Work with the Kitchen Manager to establish our Community Shop, Fridge & Pantry.

Work with the Kitchen Manager to plan and process food into ready meals, manageable portions and more customer friendly products.

Ensure food hygiene standards are maintained in the Shop and Kitchen, keeping the required records.

Maintain schedule of food events and activities, stock database, paperwork and inventory; manage stock and ensure appropriate rotation.

Manage Shop Membership and oversee fair use.

Manage staff and volunteers in the Community Shop and Kitchen.

Work with outside organisations to source food.

Oversee internal and external catering requirements.

We are committed to staff development and a skilled workforce – relevant training will be provided.

Physical Demands

This role requires lifting, carrying, unloading and moving of food products. (Please submit your application for this role if you think you may be the right candidate but need reasonable adjustments to be made.)

Driving Licence

Whilst a driving licence is not essential it is highly desirable as this role will play a key part in the logistics of sourcing, collecting and delivering food.

The above serves to highlight the type of duties and responsibilities which will be required in the role. It is not an exhaustive list and responsibilities may vary. There will be some requirement to work at evenings and weekends.

Key terms and conditions:

1. There is a probationary period of 3 months (with evaluations at 8 and 12 weeks).
2. Pension contributions: employees are automatically enrolled into a workplace salary sacrifice pension scheme. Employer and employee will both contribute a minimum 4% of salary. If employee chooses to increase their contribution to 5% or above, employer will pay an additional 1% taking employer contribution to a maximum of 5%.
3. Annual leave: employees are entitled to 5 working weeks' annual leave plus 9 public holidays (pro rata).
4. Place of work: The Pyramid at Anderston, 759 Argyle Street, Glasgow G3 8DS. There will be a requirement to work in other places as needed, e.g. picking up produce and supplies, servicing external catering jobs and hires, etc.
5. Core contracted 35 hours per week, exact working pattern to be agreed. Evening and weekend work will be required.
6. In order to comply with the Asylum and Immigration Act 1996, all candidates invited to interview will be asked to provide document(s) confirming their eligibility to work in the UK.

It is intended for this to be a permanent post, subject to future funding. Our staff posts are funded by a number of funders and awards, including the Scottish Government, Glasgow City Council Communities Fund, Architectural Heritage Fund, Scottish Land Fund and the Robertson Trust.

The Pyramid at Anderston is committed to equality of opportunity, and supports a diverse workforce throughout all roles.

This document does not form part of a contract of employment.

Criteria	Essential	Desirable
Qualifications		
REHIS Elementary Food Hygiene or equivalent – further/ higher qualifications would be an advantage	X	
Catering/hospitality qualification at SCQF level 4 or above		X
Emergency First Aid		X
Full clean Driving Licence		X
Skills and Experience		
Good organisational skills and attention to detail	X	
Good communication skills including written and spoken English with the ability to maintain records and produce reports	X	
At least 1 year of experience/training in professional food production		
Ability to represent The Pyramid to and engage with customers, Members and partners	X	
Experience of managing staff and volunteers	X	
Proficient in using IT and software including MS Office suite or similar; ability to establish and maintain databases.	X	
Excellent financial/budget management and reporting skills	X	
Retail experience including cash handling and knowledge of payment systems		X
Ability to creatively use produce to plan and make meals and ready to heat meals		X
Knowledge of Mental Health First Aid		
Qualities and attributes		
Passionate and knowledgeable about food and cooking, with a commitment to reducing food waste and food poverty		
Highly motivated individual, able to meet tight deadlines and targets and to manage workload priorities	X	
Ability to be a positive, flexible and enthusiastic member of The Pyramid team and prepared to work out of normal office hours	X	
Commitment to the ethos and values of The Pyramid	X	

CLOSING DATE 12 noon Friday 29 July 2022

Interviews to be held August 2022

Send application form and covering letter to info@thepyramid.scot

Please do not send a CV