

# THE PYRAMID AT ANDERSTON

## COMMUNITY COOK (SESSIONAL)

Hourly rate £15 - £17 per hour, subject to experience

Required for The Pyramid Holiday Club, full time (35 hours/week), 1<sup>st</sup> – 25<sup>th</sup> April

Based at The Pyramid at Anderston

**Responsible to:** Chief Officer

**Responsible for:** Sessional staff as required, e.g. Kitchen Assistant, Kitchen Porter, volunteers.

**Key relationships:** Staff, Holiday Club attendees and parents/carers; partner organisations and staff; suppliers.

The Pyramid at Anderston SCIO was formed as a charity in 2018 and took ownership of our B-listed iconic heritage building in March 2019. Since then, The Pyramid has experienced rapid growth; we have grown from a staff team of two to a current team of ten and secured over £2 million in funding. Our range of work is continuously evolving; we have completed Phase 1 of the building redevelopment, which includes our refurbished Community Sports Hall, Kitchen and Community Shop. We produce a range of high-quality innovative events and activities with the community. We are committed to a diverse workforce with wellbeing central to all we do. More information is on our website, [www.thepyramid.scot](http://www.thepyramid.scot)

### COMMUNITY COOK

The Pyramid wishes to appoint a sessional Community Cook, who has experience of catering and cooking at scale for a wide range of people from different backgrounds and cultures. The Community Cook will be required to cook for our Holiday Club, during the Spring school holiday (7<sup>th</sup> – 17<sup>th</sup> April). They will be supported by a Kitchen Assistant. Contracted hours will be agreed with the successful applicant; it is expected that full time hours will be required from 1<sup>st</sup> – 25<sup>th</sup> April 2025 to supply/organise approximately 30 breakfasts, 60 lunches and 60 snacks for each day of the Club.

### KEY RESPONSIBILITIES

Manage the food provision element of The Pyramid's Holiday Club, including ordering, menu planning, serving, etc, within an agreed scope and budget.

Cook and prepare a range of tasty and nutritious food and meals for the Holiday Club, catering for dietary and cultural requirements for the children and young people attending, preventing holiday hunger as well as food waste.

Manage The Pyramid Kitchen, ensuring that all relevant requirements (including but not limited to internal processes, health and safety, statutory requirements, fire safety, evacuation procedures, COSSH, manual handling, first aid protocols, record keeping, cleaning, maintenance of equipment, etc) are adhered to at all times. Ensure that any concerns or incidents are reported quickly and accurately to the Chief Officer and/or Head of Operations as appropriate.

Maintain accurate records, including H&S checks, financial records, inventories, etc.

Work with The Pyramid Shop Managers to process/use surplus food from Shop deliveries/stores as appropriate.

Line manage Kitchen Assistant on duty. Ensure that everyone is working in line with all food regulations, laws and good practice at all times.

Contribute towards the monitoring and evaluation requirements of The Pyramid.

Any other reasonable duties which may be required by The Pyramid.

## **REQUIRED QUALIFICATIONS AND SKILLS**

- Previous experience in professional catering, ideally in a community/school setting or similar.
- Knowledge of health and safety regulations and procedures.
- Strong organisational and problem-solving skills.
- Excellent interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Computer literacy, excellent record keeping skills.
- Physical fitness and ability to perform manual tasks (e.g., lifting and moving containers up to 20kg without assistance, lifting buckets, pushing brushes, cleaning).
- Minimum Level 2, or equivalent, REHIS Food Hygiene; Level 3 preferred.

## **MAIN DUTIES**

- Ensure all food and related items are stored properly with appropriate records and checks.
- Ensure full and correct labelling of food produced by the Kitchen, held in food stores, etc, including fully accurate allergen labelling.
- Check quality of ingredients.
- Comply fully with the organisation's ethos, policies and procedures and relevant legislation.
- Maintain a properly sanitised and orderly environment in the Kitchen and stores.
- Cook a wide range of foods suitable for a range of cultural and dietary requirements to a high standard.
- Instructing and supervising assistant staff.
- Any other reasonable duties as required by The Pyramid.

Criteria	Essential	Desirable
<b>Qualifications and experience</b>		
REHIS Level 2 (or equivalent) food hygiene qualification	x	
REHIS Level 3 (or equivalent) food hygiene qualification		x
Customer service experience	x	
Experience of working within a community or school setting		x
Good management skills and ability to multi-task	x	
At least 12 months' working experience at a supervisory level within a professional kitchen setting	x	
Ability to devise menus and catering proposals, working to budget and user requirements	x	
Ability to cook a wide range of food, catering for different palates, nutritional and dietary requirements	x	
Excellent knowledge and understanding of hygiene policies and procedures	x	
Knowledge of health and safety procedures within a kitchen setting	x	
Knowledge and experience of ordering, invoicing and stock control	x	
Enthusiastic team player with ability to be flexible and generate achievable plans, projects and ideas	x	
Excellent communicator	x	
Be able to lift heavy bulk food and other items, such as a 15kg bag of flour from shelving onto work benches	x	
Ability to work under pressure and meet deadlines	x	
Ability to work independently as well as part of a team	x	
<b>Qualities and attributes</b>		
Highly motivated individual	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	

### Key terms and conditions

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.

1. Pension contributions: employees are automatically enrolled into a workplace salary sacrifice pension scheme when contracts will last for a minimum of 3 months, subject to meeting minimum income thresholds. You may opt into the pension scheme from Day 1, subject to meeting other conditions, by notifying your Line Manager. Employer and employee will both contribute a minimum 4% of salary. If the employee chooses to increase their contribution to 5% or above, the employer will pay an additional 1% taking employer contribution to a maximum of 5%. Pension rules can be complex and change, The Pyramid does not offer any pension advice and you are advised to consult an independent advisor if required.
2. Annual leave: employees are entitled to 35 days annual leave, including public holidays (pro rata for part-time positions).
3. Place of work: The Pyramid at Anderston, 759 Argyle Street, Glasgow G3 8DS.

4. Core contracted hours and exact working pattern to be agreed. Additional overtime hours may be available to support Pyramid events and activities and notified in advance.
5. In order to comply with the Asylum and Immigration Act 1996, you will be asked to provide document(s) confirming your eligibility to work in the UK.
6. You will be asked to show a Basic Disclosure certificate, dated within the past 28 days. The Pyramid may request further Disclosure checks.

Note: This job description is a general overview and may be subject to change based on the specific requirements and policies of The Pyramid at Anderston.

## **About us**

### **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 values: Integrity Collaboration Inclusion Compassion Diversity**

### **Our vision is to Make Anderston Flourish**

### **Our mission**

We are an inclusive and inspiring community-led anchor organisation that is central to building wealth and wellbeing.

### **Our aims and objectives**

Improve the wellbeing – health, prosperity, and quality of life – of our community.

Ensure that our community has access to good affordable food, improved outdoor spaces, and a range of support, services, advice, activities, events and opportunities to improve their lives, with a particular focus on those who are marginalised, affected by poverty and/or disadvantage.

Deliver and develop community wealth and capacity building activities to progress local economic regeneration.

Cement our position as a Community Anchor Organisation and play a key role in a thriving, well-connected neighbourhood.

Further grow our membership and number of participants, particularly from under-represented groups.

Protect and improve our environment, including developing and renovating our building and surrounding estate, reducing carbon emissions and improving energy efficiency.

## **APPLICATION**

Please submit your CV and covering letter to [info@thepyramid.scot](mailto:info@thepyramid.scot) by 9am on Tuesday 4 March 2025.

*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.*