



The Octagon Community Centre Malvern  
Brook Farm Drive, Malvern, WR14 3SQ

Registered Charity Number: 1197948

[malverncommunitykitchen@theoctagoncentre.org.uk](mailto:malverncommunitykitchen@theoctagoncentre.org.uk)

## **PROJECT COORDINATOR**

### **Job Description and Person Specification**

#### **Overview of the Community Kitchen**

A new project serving early evening meals with high quality fresh food prepared on site, for local families with children who are struggling with the cost of living crisis. At present, the project is open to anyone with at least 1 child living in the WR14 area, who is in need of a helping hand. Once we reach capacity, priority will be given to clients referred to us from our professional referral partners (social prescribing team, local head teachers and local GPs etc). We hope to expand the Community Kitchen to additional evenings and if possible, additional locations.

The project employs a cook and a server/waiter each evening that the project is open and we have 2 volunteers who attend for an hour to help prepare fresh vegetables and fruit.

We are looking to recruit a part-time Project Co-ordinator.

#### **SUMMARY**

Hours: 6 hrs per week @ £14 per hour.

Times: Sunday 2:00pm - 6:30pm.

Remote/flexible 1.5hrs per week on Wednesday/Thursday/Friday

(We anticipate that there will be scope for additional hours over the next few months, as the project grows).

Reporting to: MCK Lead Trustee and Projects Manager at The Octagon Centre.

#### **Responsibilities**

This job will involve oversight of all aspects of the delivery of the Community Kitchen project. Initial location: The Octagon Community Centre Malvern and we hope to open at St Mary's Pickersleigh in the coming months.

*Please note, Malvern Community Kitchen will pay for the Project Co-ordinator to attend appropriate on-line training relating to food hygiene, allergy awareness, and safeguarding.*

## **Detailed description of Role**

- Community Kitchen emails: responding as appropriate. New referrals are notified to us by email, and we have occasional enquiries from referral partners and sponsors to which we need to respond.
- Contacting clients who have been referred to us by telephone and/or text message in advance of their initial attendance at the Community Kitchen, and weekly for the first 6 weeks after their initial referral.
- Welcoming clients to the Community Centre on arrival, helping to put them at ease and being aware of any special needs/vulnerabilities in relation to their attendance. Ensuring that a record is made of the families that attend each week.
- Oversight of cook, server and volunteers to ensure that food and table settings are prepared on time for approximately 40 clients between 4:30 - 5:30pm.
- Preparation, printing and display of menu with ingredients list, in consultation with the cook. (NB Computer and printing facilities are available in the office.)
- Printing of ingredients labels where necessary for food that is being given away or stored. (NB Computer and printing facilities are available in the office.)
- Ensuring compliance with food safety standards by all staff and volunteers and that opening and closing check-lists have been completed.
- Overseeing the weekly food order. At present, we are taking some of our food from the Octagon's weekly Fareshare delivery, and buying the rest, but we are considering moving to a supermarket delivery order instead.
- Keeping appropriate records in relation to the delivery of the project.
- Willing to attend training courses as required.
- Able to develop and adjust the role to adapt to the emerging needs of the project, in consultation with the Octagon Centre Projects Manager and/or lead trustee.

## **Person Specification**

### **Qualities and Attributes**

- Cheerful, positive, problem solving 'can do' attitude.
- Good communication skills with the ability to build strong relationships with a wide range of people, especially clients of MCK.
- Priority will be given to applicants currently living within the Poolbrook and Pickersleigh areas of Malvern.

## **Requirements for this role**

Food safety / hygiene and relevant safeguarding courses, all of which can be completed online. Additional/refresher training in future as required.

## **Application Process**

Please email [malverncommunitykitchen@theoctagoncentre.org.uk](mailto:malverncommunitykitchen@theoctagoncentre.org.uk), telling us about yourself, why you are interested in this role and why you think you would make a good project coordinator. Candidates will be contacted by email to invite them to attend an informal interview at The Octagon Centre.

## **Safer Recruitment Statement & Diversity Statement**

Our organisation follows Safer Recruitment principles and guidelines for all posts where contact with children and/or vulnerable adults is likely – this includes a *full application process, interviewing candidates, taking up and verifying two satisfactory references, identity checks and a (Disclosure and Barring Service) DBS check at the relevant level.*

Malvern Community Kitchen values people as individuals with diverse opinions, cultures, lifestyles and circumstances. We encourage applications from a diverse range of candidates to help us reflect our world and the communities we work alongside.