

Position	Leeds Cookery School Kitchenhand
Salary	£7.83 p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	25 hours per week spread over 4 days (Hours to be agreed with Placement Supervisor however may include some weekend working) and 5 hours training/volunteering (Also paid)
Placement Organisation	Zest – Health for Life, The Old Fire Station, Gipton Approach, Gipton, LS9 6NL
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email CV and supporting statement to step@pathyorkshire.co.uk and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, www.pathyorkshire.co.uk .
Start Date	January 2019

About the Placement Organisation

Zest is an independent not-for-profit organisation and registered charity which offers support and opportunity to people living in disadvantaged areas of Leeds. We aim to address health inequalities and social isolation through activities which improve physical, mental, social, emotional and economic wellbeing. The organisation has its roots in East Leeds, but now works citywide.

Zest-Health for Life was established in September 2002 and initially funded through the New Opportunities Fund Healthy Living Centre (HLC) Programme for five years until September 2007. The HLC Programme was a Government initiative to address health inequalities and target resources at some of the most disadvantaged communities in England, by identifying local solutions to local needs. Since then Zest has evolved to work with a diverse range of funders to continue its mission, and in September 2017 opened a new trading subsidiary - Leeds Cookery School – in The Old Fire Station Leeds.

Our Vision - Leeds is a city where everyone has the same opportunities

Our Mission - To improve life chances in Leeds

Who we work with – All ages

Where we work – Leeds

Our personality - Local – Inclusive – Positive – Knowledgeable – Supportive

Our Social Objectives:

To promote healthier lifestyles

- Supporting and developing cooking skills
- Improving physical and mental wellbeing
- Creating pathways to healthier choices

To enable fulfilling lives

- Preventing social isolation
- Engaging creatively with vulnerable people
- Bringing communities together
- Building peoples' skills and confidence

Our Core Values

- Diversity: equal opportunities and fair treatment
- Communication: teamwork, respect and cooperation
- Competency; training, development and improvement
- Quality; integrity, honesty and safety

- Creativity; imagination and innovativeness
- Approachability: friendliness and flexibility
- Voice; prepared to influence and challenge
- Collaboration; working cooperatively to increase the reach and effectiveness of what we do

Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. *Eligibility terms and conditions apply.

Participants will be working for 25 hours a week in the placement. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

Work Skills Development Opportunity

To work as part of a small team delivering cookery classes to the general public.

To assist the resident chefs at the Leeds Cookery School with the delivery of a programme of cookery classes within the school.

To assist with the ordering and preparation of ingredients, resources and equipment ready for the smooth running of individual cookery classes

Helping with maintaining health and safety records

To work appropriately with all users of the Leeds Cookery School irrespective of their background or ability.

- To assist with the delivery of a programme of cookery classes and demonstrations
- Helping to ensure that equipment, resources and ingredients are ready for each class
- Maintain high standard of kitchen cleanliness throughout working hours
- To support and work with Leeds Cookery School staff
- To answer the phone and take accurate messages
- To support Leeds Cookery School resident chefs with stock management and ordering
- To promote equal opportunities and anti-discriminatory practice in line with Zest-Health for Life policies and procedures
- To work in accordance with the organisational policies and procedures of Zest-Health for Life
- To participate in the Zest-Health for Life 1-2-1 sessions, staff reviews, appraisal and personal development scheme
- To undertake training as required
- Any other duties commensurate with the role and agreed with the line manager

Personal Development

Further training and experiences may be gained as appropriate.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH STEP Application Form.

QUALIFICATIONS & ATTAINMENTS	Essential Criteria	Desirable Criteria	Method of Assessment
Level 2 Food Hygiene Certificate		x	Application & Interview
SKILLS & COMPETENCIES	Essential Criteria	Desirable Criteria	Method of Assessment
Have good communication, teamworking, interpersonal and organisational skills;	x		Application & Interview
Good Numeracy and Literacy skills	x		Application & Interview
Have a passion for working with people	x		Application & Interview
Have the ability to work in a fast-paced environment;	x		Application & Interview
Ability to work independently, meet deadlines and priorities	x		Application & Interview
Ability to work to policies and procedures	x		Application & Interview
Ability to answer calls and take messages	x		Application & Interview
Ability to use IT and internet		x	Application & Interview
KNOWLEDGE & EXPERIENCES	Essential Criteria	Desirable Criteria	Method of Assessment
Knowledge and understanding of food preparation procedures and processes	x		Application & Interview
Previous experience of working in catering and food preparation		x	Application & Interview
BEHAVIOURAL & VALUES	Essential Criteria	Desirable Criteria	Method of Assessment
Work in accordance with organisational policies and procedures of Zest Health for Life and Path Yorkshire	x		Application & Interview
Pro-active approach to work	x		Application & Interview
To promote equal opportunities and anti-discriminatory practice in line with Zest for Life policies and procedures	x		Application & Interview
Willingness to participate in Zest – Heath for Life 121 sessions, staff reviews, appraisal and personal development scheme	x		Application & Interview
Undertake training as required	x		Application & Interview

Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

- General Public Factory Work Other Agencies
Children People with learning difficulties Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

- Indoors Outdoors Sitting
Standing Walking Office Accommodation

2. The training will involve

- Lone Working Working out on the Estate Working underground
Climbing Working on the Counter Working in Void Properties
Bending Manual Handling tasks Working in confined spaces
Stretching Working at Heights Contact with discarded needles
Driving Potentially working in a smoking environment
Cash Handling Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.