



TCR Food Provision Co-ordinator - Job Description

Date: 6th March 2021

Salary: £24,960 Pro Rata 20 hours per week.

Base: The TCR Hub, Shaw Bank, Barnard Castle, County Durham, DL12 8TD

This role is funded through Teesdale Action Partnership, Darlington Building Society and County Durham Community Foundation for a period of 12 months.

Activities and Projects:

1. Teesdale Care Packages – coordinate a service whereby TCR Hub collect, produce and deliver it to those most in need in our community using a group of 20 volunteers and various sources of food including local businesses, TCR Hub grounds, larger supermarket donations.
2. Grounds Provision – to work with TCR Hub Volunteer Grounds Team to make the most of the growing spaces we have across the Hub and use this produce in the Care Packages and other delivery methods. This will include developing a growing plan with our volunteers, producing food items such as jams and chutneys and meals and supplying specialist events such as a Pumpkin Patch for October Half Term.
3. Community Cafe – run the weekly community cafe using surplus foods and items grown in our garden. The cafe is Pay As You Feel and aimed at those most vulnerable in our community – for financial, physical or mental health reasons. The co-ordinator will take bookings, manage the event, produce the meals, manage volunteers and converse with any participants who are on their own.
4. Community Cupboard/Fridge – TCR Hub aim to extend our food provision to be able to provide a community cupboard and fridge that members of our community can access from our grounds. The coordinator would be responsible for filling the fridge and rotating stock.
5. Hot Meal Service – TCR Hub would like to continue to deliver hot meals to local people aged 50+. The recipients pay for the meals and our volunteers deliver them. The coordinator would be responsible for sourcing ingredients and sharing cooking and delivery responsibilities with Volunteers.
6. Surplus Food Provision - the co-ordinator will have responsibility for designing an effective use for the surplus foods we collect from local food businesses. This may include batch cooking

ingredients to produce meals, producing meals that can be delivered to the community in a short space of time and being inventive with the ingredients we receive to ensure that nothing goes to waste.

Additional Responsibilities:

1. Management of Waste
2. Co-ordination of Stock and Rotation of Stock for Care Packages
3. Co-ordination of Food Provision Volunteers
4. Marketing of all Food Projects and Activities
5. Co-ordination of all transport provision to collect stock, deliver food provision and removal of waste materials
6. Ticketsource management including addition of events, export reports and customer bookings

This description is not exhaustive but indicates the main responsibilities and duties of this role.

Person Specification:

Knowledge and Experience:

- An understanding of sustainable food, including regional and national issues.
- An understanding of food policy and the ability to create meaningful opportunities to create change locally, regionally and nationally.
- Experience of undertaking a coordination role and the successful delivery of community projects.
- Demonstrate excellent interpersonal skills in order to establish and maintain positive relationships with project participants and recipients, volunteers, colleagues, referral partners and community networks.
- Knowledge and experience of working in a community setting and being able to demonstrate an understanding of political sensitivities and community dialogues.
- Enthusiasm for inclusion and working with a diverse mix of people and communities.
- A passion for food!

Skills and Qualities:

- Experience of using social media platforms for communication and marketing purposes.
- Experience of producing blog posts, vlogs, live videos and streams.
- Confident user of word processing, database and spreadsheet programmes.
- Good knowledge of GDPR, Safeguarding and Confidentiality.
- Ability to work proactively and independently.
- Confident cook - ability to take a diverse range of ingredients and produce nutritious and quality produce.

- Excellent hygiene practices and knowledge of infection control.
- Experience of managing stock and waste.
- Ability to use initiative and be positively reactive to situations as they occur.

Qualifications - Desirable

- Level 3 or above in a Catering or Food related subject.
- Level 2 Food Hygiene or equivalent.
- First Aid at Work

This role will require the successful candidate to be available for work weekdays and weekends. The successful candidate will have management of their diary and will have the responsibility to ensure that the role is carried out within the allotted hours, on any given day of the week in response to the needs of our community. The successful candidate must have access to a vehicle and have a full and clear driving licence.

This role is subject to a DBS check and reference clearance.

An example of the current Food Provision carried out by the team stated below:

Monday - Meet Surplus Food Volunteers at the Hub, Pack Surplus Food and Pass to Delivery Volunteers, Cook and Deliver Hot Meals - 1.5 hours

Tuesday - Pack and Deliver Food Packages, Collect donations from Morrisons - 2 hours

Wednesday - Pack and Deliver Food Packages, Cook and Deliver Hot Meals - 3 hours

Thursday

Friday - Meet Surplus Food Volunteers at the Hub, Store Surplus Food, Pack Care Packages, Cook and Deliver Hot Meals - 2 hours

Saturday - Pack and Deliver Care Packages, Meet Surplus Food Volunteers, Community Cafe, Cook and Deliver Hot Meals - 6 hours

Sunday - Meet Surplus Food Volunteers, Pack Surplus Food and Pass to Delivery Volunteers, Cook and Deliver Hot Meals - 3 hours

These tasks are the responsibility of the Food Provision Co-ordinator however all activities do not have to be carried out by the Food Provision Co-ordinator.

To Apply:

Please send your CV and a Covering Letter demonstrating how you meet the Job Description and Person Specification.

Please send to Sandie Truten, CEO, TCR Hub, Shaw Bank, Barnard Castle, County Durham, DL12 8TD or email sandie.tcrhub@gmail.com.

