

COLUMCILLE – Job Description

1. Role Details

Job Title	Kitchen Workshop Co-Leader
Hours	23 hours per week Monday – Wednesday
Times	Mon/Tue 0830 – 1600; Wed 0830 - 1630
Salary	£13,407 per annum (full-time = £22,152)
Location	2 Newbattle Terrace, Edinburgh, EH10 4RT

2. About Columcille

Columcille offers creative activities in a safe and supportive community environment in the Morningside area of Edinburgh. We support people with learning disabilities, and mental health needs to take part in arts & crafts, cooking, woodwork, printmaking, gardening, pottery, drama, holistic therapies and dance. Seasonal and festival celebrations also form part of the warm social life of the centre. Some one-to-one outreach support to individuals is provided in the local community.

Columcille opened in 1996 and is part of the Garvald family of organisations. Our work is inspired by the ideas of Rudolf Steiner, and its development into social therapy and other complimentary approaches. We uphold the dignity and value of each human being and support individual development and their social contribution.

3. About the Role

The café at Columcille is used by individuals who attend the centre and staff and is the social heart of the building providing morning and afternoon tea breaks, and a cooked lunch for around 20 people. The post holder will share responsibility for running the café at Columcille, supporting a small group of adults with learning disabilities to prepare lunch and tea breaks. The post holder will work closely with the other workshop co-leader who works Thursday and Friday, in planning and coordinating the smooth running of the café including record keeping, food and equipment ordering, stock control. Maintaining a high standard of food hygiene and cleaning routines is an important part of the role. All food cooked is freshly cooked vegetarian food.

4. Key Responsibilities

- The post holder is required to lead and support service users in all aspects of kitchen work enabling and involving them in tasks including:
 - the importance of maintaining personal hygiene
 - following a recipe
 - weighing and measuring ingredients
 - chopping vegetables
 - safe use of knives and utensils
 - safe use of cleaning products
 - competency in cleaning
 - learning simple recipes
 - writing up the menu board
 - assisting with loading and unloading the dishwasher
 - assisting with serving.
- Planning and production of healthy and nutritious lunch meals

- Correct and safe use of tools, equipment and machinery
- Care and maintenance of the workshop area
- Maintenance of adequate standards of hygiene
- Safe manual handling
- Correct and safe use of cleaning materials

Duties of the post related to the support of service users include:

- Build relationships with people using the service based on listening and respect.
- To read, understand and follow personal plans and any other agreed procedures.
- Plan work according to individual's assessed needs and strengths.
- Being attentive to group dynamics and creating a positive social atmosphere.
- Provide personal care upholding individual's dignity, which may include support with mobility, using the toilet, eating and drinking, and taking medication.
- Respond positively and calmly to any behaviour that challenges, seeing behaviour as a form of communication and using agreed procedures and approaches.
- Work as a team member, communicate professionally and with respect for colleagues.
- Take on the role of keyworker for a few individuals and write short reports.
- Provide cover in the café at tea break and lunch rota as required.
- Maintain professional boundaries and always work to promote the wellbeing of the person using the service.
- Follow all health and safety procedures and ensure safe working practice.
- Participate in staff training and other staff meetings as required for the role.
- Be guided by Columcille policies and procedures and SSSC Codes of Practice.

Duties of the post related to the workshop space include:

- Liaising with Support Workers who are supporting an individual in the workshop to facilitate good communication and teamwork.
- Leading and supporting staff from external agencies who are supporting specific individuals in the workshop.
- Maintaining clear systems and structures in the workshop to ensure the environment is safe, accessible, and supports service users to be engaged in meaningful work
- Ordering and purchasing necessary materials from agreed suppliers.
- Recording daily attendance in the workshop.
- Ensuring equipment is stored safely and securely.
- Attending, and contributing to, a weekly staff meeting
- Plan and produce food including baking for sale at the Autumn Fair, and for seasonal festivals and celebrations such as Christmas party, Burns Supper etc.

5. Person Specification

Essential

- To be or become a member of the Protecting Vulnerable Groups Scheme.
- Experience of supporting adults with learning disabilities, and mental health needs.
- Experience and knowledge of cooking from fresh ingredients and menu planning.
- A good level of fitness and stamina is required due to the physical demands of the role.
- A person-centred approach to working with people with learning disabilities.
- An interest in using ideas from social therapy¹ and social pedagogy² in your work.
- Ability to work on own initiative and provide small group support.

¹ <https://inclusivesocial.org/wp-content/uploads/2018/11/2018-Englisch-rev.pdf>

² <https://sppa-uk.org/wp-content/uploads/2022/02/SPPA-charter-2022-A4-PDF.pdf>

- Good communicator
- Empathy and interest in learning about people.
- Willingness and capacity to provide personal care.

Desirable

- Certificate in food hygiene, REHIS Level 2.
- Experience of working in a café or food enterprise.

6. Main terms and conditions

Salary: £13,407 for 23 hours based on full time scale starting at £22,152 and rising to £25,650 over 5 years.

Salaries paid on the 28th of each month except December and January.

Hours: 23 hours per week.

Working hours at Columcille are 8.30am to 4pm, Monday and Tuesday, and 8.30 – 4.30pm Wednesday. Occasional attendance on another day is required for staff training days (3 per year) and time is either taken back or paid as additional hours. Participation in the annual Columcille autumn fair on a Saturday in September is expected, and time in lieu is taken back.

Holidays: 36 days (7.2 weeks) full-time, pro-rata for part-time Holiday year January to December. Minimum two weeks' notice required to request holidays. Staff are required to take holidays when the Centre is closed which includes 2 weeks in the summer and 2 weeks over Christmas and New Year.

Probation period: Six months

Notice periods: In probationary period one week and after that four weeks.

Sick Leave: During probationary period statutory sick pay. On completion of probationary period 13 weeks sick leave on full pay and 13 weeks sick leave on half pay, calculated on a twelve-month rolling basis.

Line Management: Staff are accountable to the Manager, who in turn is accountable to the Columcille Council of Management (Trustees). Regular support and supervision is provided by the Manager.

Policies: Full details of all terms are available in Policies and Procedures stored in the office and form part of staff induction and annual staff updates

Closing date for applications is 9am Friday 5th April 2024.

Interviews are due to be held on 12th April (am) or 18th April (am).