

## **Community Carrot Job Opportunity Community Meal Coordinator and Cook**

- Two-year role (until end of May 2026), start Monday 27<sup>th</sup> May.
- Self-employed position
- 10 hours per week for 40 weeks / year (weeks off at Cook's discretion)
- Community meal takes place on Mondays in central Dunbar, approx. 2 – 6.30pm
- £20 / hr

Insurance will be provided.

Food hygiene certificate and Disclosure Scotland check will be required before start (we will organise and pay for this).

**We are looking for a reliable person who will provide our Sunny's Kitchen community meal with continuity, building on the welcoming, friendly and intergenerational weekly meal currently established.**

The Community Carrot Ltd is a community benefit society based in Dunbar that owns, operates and trades as the Crunchy Carrot greengrocer's and whole foods shop. The shop was bought by and for the community on the 1st November 2019, and is now owned by almost 600 shareholders. 'The Crunchy' has always been and remains committed to local, ethical sourcing and community services.

Sunny's Kitchen is a weekly intergenerational community meal launched in June 2021 which welcomes people to help cook, eat, or both. We cook nutritionally balanced two-course meals from scratch using fresh produce, as much surplus produce as possible to reduce food waste and local ingredients were available.

This job, funded for two years from the end of May 2024, will involve coordinating, planning, delivering and reporting on Sunny's Kitchen. You will work independently, supported by the Community Food Outreach Lead and Community Carrot board where required, to manage all aspects of the project from planning and shopping for the meal, being aware of food sustainability and good health, to managing the budget, supporting and managing volunteers and reporting when required.

### **The role will include:**

- Creating family-friendly menus with health and sustainability in mind.
- Shopping locally for ingredients.
- Leading the delivery (planning, cooking and clearing up) of the meal, alongside volunteers.
- Recruiting, managing and supporting volunteers.
- Gathering information and feedback for social media and funding, contributing to social media posts, writing brief reports on progress.
- Managing a budget and keeping financial records.
- Working with local organisations to take referrals and promote the meal.
- Liaising with the Community Food Lead on collection and usage of surplus produce.

**You will have:**

- Experience of leading food and cooking programmes in a kitchen environment to a professional standard.
- An interest in sustainable food and healthy eating.
- Experience working with people of all ages and experience, and experience working with vulnerable people.
- Experience of managing resources and equipment.
- Ability to travel in the local area.
- Physical ability to carry heavy boxes and work at speed in a busy kitchen.

**Knowledge**

- Knowledge of a range of cooking techniques and methods.
- Knowledge and understanding of the benefits of sustainable food and waste reduction.
- Awareness of the community and voluntary sector.

**Skills**

- Excellent communication skills.
- Experience of leading food activities.
- Experience of working independently and leading a team.
- IT skills including Microsoft Word and Excel.

Applications must be submitted using the application form, which can be downloaded from the vacancies page of our website – we will not accept CVs.

**Application forms should be submitted to [board@communitycarrot.scot](mailto:board@communitycarrot.scot) by May 9th. Late applications will not be accepted. For any informal enquiries about this post, please contact Hannah Ewan at [development@communitycarrot.scot](mailto:development@communitycarrot.scot).**

We are grateful to [The National Lottery Community Fund](#) for funding this post.

