**GCDA**

**JOB DESCRIPTION**

**JOB TITLE:** Chef Trainer

**RESPONSIBLE TO:** Head of Learning

The role of the Chef & Cookery Club Trainer is to develop and deliver training in line with the quality and format of the applicable contract/service and in conjunction with the Training Manager. The role will also support the Community Development and Engagement team to promote the work of the agency across the city.

**Roles and Responsibilities**

# 1. Course development

1.1 Work with the Head of Learning to develop & update current training courses to ensure they compliant with Adult Learning guidelines and are fit for purpose including, but not limited to, session plans, up to date and relevant content and resources, delivering interactive, informative and fun sessions, appropriate recipes formatted for printing.

1.2 Develop new training in line with new contracts or services as agreed with the Head of Learning. This could include specific training to businesses e.g. waste management or tutor training and will involve processes as above in 1.1.

1.3 Ensure the training adheres to the standards as laid out by the Head of Learning and those any contract stipulates e.g. Ofsted

1.4 Comply with all training procedures and ensure paperwork and administration is kept up to date.

1.5 Ensure all GCDA staff are aware of training that is happening.

**2. Course delivery**

2.1 To deliver all catering training as discussed above

2.2 Work with the Administrator to book kitchens or other venues for training

2.3 Ensure all equipment and ingredients are ready for training

2.4 Complete all paperwork required by the Administrator

2.5 To contribute to staff development and training when necessary

**3. Cookery Club Tutor**

3.1 To run cookery clubs as needed in line with the cookery club tutor terms and conditions and contract

**4 Community Engagement**

**4.1** To support other GCDA teams to promote the programmes of GCDA across London including, but not limited to, Lewisham, Greenwich and Bexley. This could include attending events, meeting other organisations, attending networking events, promoting the work and programmes, talking to people, gathering information and serving food.

**4.2** Undertaking outreach activities to promote training and cookery clubs e.g. info stalls, networking events, meetings, flyer drops etc.

**5 GCDA Events**

**5.1** To support GCDA events as necessary including ordering and preparing food in line with Food Safety and allergen standards, support volunteers, set up and clear away.

#### 6 Sustainability and Environmental Best Practice

**6.1** To ensure all training, events and business support embed GCDA Sustainability Guidelines throughout

***In addition to the above, the following duties are standard to all jobs at GCDA and must be adhered to***

1. **To comply fully with all health and safety policies**
   1. Including all food safety requirements
   2. All manual handling requirements
2. **To offer high quality customer service**
   1. To ensure you respond efficiently and appropriately to all enquires and requests; this applies to GCDA’s customers, suppliers, programme uses and your colleagues
3. **To comply with all of GCDA’s policies including**
   1. Equal opportunities policy
   2. Safeguarding policy
   3. Environmental policy
   4. Volunteer Management policy
4. **Promotion of GCDA programmes at all opportunities (Making every Contact Count)**
5. **Other**
   1. Attend Training as required.
   2. Perform other tasks as requested by your line manager.
   3. Attend meetings e.g. Team Meetings as may be required
   4. Support the Coop at events that promote the work of the coop.