



Job Description & Person Specification

Position: **Food Preparation & Support Worker, Food For All**
Salary: **£21,108 pa pro rata (£10,554 actual)**
Hours: **17.5 hours per week**
Reporting to: **Service Manager, Food For All**

Job Description

Summary of Main Duties and Responsibilities

Food and Mental Health are intrinsically linked and we want to enable improved access to mental health support through the delivery of a number of interconnected food related projects that will improve access to food, reduce isolation and loneliness improve skills through volunteering and improve mental health. Through this work you will be supporting the Senior Food Support Worker and wider team to work collaboratively with partners, Manchester Mind services and the people we will be supporting.

Main Duties

1. Work with the Senior Food Support worker and team to plan and prepare the weekly food and activity requirements.
2. Prepare and package emergency meals and recipe bags for delivery or collection.
3. To help in the delivery of meals and recipe bags to residents with a friendly door step check-in.
4. Support the delivery of mental health drop-ins, which will be offered with food and activities.
5. Support the delivery of food gatherings, preparing food and supporting in delivery of the sessions.
6. Support the team to prepare all the resources needed for cooking skills sessions.
7. Provide a warm and welcoming environment which is trauma informed in all delivery.
8. Support volunteers who are helping with food preparation and service delivery.
9. Ensure all food supplies are prepared and delivered to projects meeting health and safety and food safety guidelines.
10. To check donated and bought food and utensils regularly and ensure they meet health and safety requirements.
11. To keep up to date with all food safety regulations and keep required records.

General Responsibilities

1. Be responsible for personal and professional development, including attending regular supervisions and an annual appraisal.
2. Attend appropriate training activities as agreed with the Food for All Manager.
3. Work within Manchester Mind's policies and procedures.
4. Ensure data is managed in compliance with General Data Protection Regulations.
5. Value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.
6. Adhere to safeguarding policies and procedures.
7. Carry out any other duties required to ensure successful delivery of this project.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

Person Specification

All essential unless otherwise stated.

Knowledge and Experience

- Experience of preparation and delivery of food within health and safety and food hygiene standards.
- Experience of developing kind relationships to create a sense of belonging.
- Experience working with volunteers.
- Lived experience of mental health problems. (DESIRABLE)
- Experience of supporting people in a way which recognises and develops potential.
- Good understanding/awareness of the barriers people with mental health issues face in terms of achieving good or improved health.
- Hold a driving licence.

Skills and Personal Qualities

- Ability to work collaboratively - generously sharing resources, skills and talents.
- Clear and meaningful communication skills - the ability to listen and enable people to feel heard, accepted and understood.
- Ability to plan and cook meals and make up recipe bags.
- Ability to work in a strengths-based way that recognises the potential for individuals to develop and enable resilience.
- Ability to follow safeguarding processes.

