



Bevy Meals on Wheels Coordinator Role - Job Description

£11 an hour- 16 Hours a week.

The Coordinator responsibilities - an overview;
Coordinating and promoting Bevy Bites 'Meals on Wheels' (BMW). This involves promoting the service to local residents via digital and paper mediums and to support services, responding to enquiries generated by promotional material or word of mouth and adding new people to the database to be included on the daily delivery routes.

The Coordinator creates the Meal orders and passes them onto the Trainer Chef in the form of a Delivery Route List. This provides the Chef with the total number of people requiring a meal on a particular day and organises them into routes that correlate to the Delivery drivers available that day - it changes from day to day as well as according to where a deliverer lives/ is coming from or if they are in a car or on a bicycle.

The Bevy Meals on Wheels Trainer Chef and Coordinator liaise to ensure provision and delivery of hot, nutritional, tasty meals three times a week. BMW receives most of its food from two weekly deliveries from FareShare. The Trainer Chef and Pub Chef liaise about which food stuffs each wants or can most usefully use. The Trainer Chef then orders any additional food from either Brighton Food Factory - fresh veg, or other food and kitchen related items such as food trays from Bookers.

BMW has a commitment to providing catering standard work experience tailored to the individual to young people with learning difficulties, from St John's College, Grace Eyre and BHCC Supported Employment Team. These Trainees are fully integrated into the BMW Team, working alongside us under the direction of the Trainer Chef who provides the main training around food and hygiene. The Coordinator and key volunteers also support the learners as a part of the larger team.

Key responsibilities:

Coordination and administration of project

- Maintain and update 'Bevy Meals on Wheels' database according to changes
- Produce Daily Meal numbers for Trainer Chef and any additional information regarding dietary requirements
- Produce Daily Delivery Routes for Delivery Volunteers to ensure delivery to all our customers. This requires taking into account the Volunteer's availability, whether they are driving or cycling or other relevant issues - e.g a deliverer only wants to do a certain route
- Responding to last minute changes to the Daily Meal Numbers - eg. adding or removing people according to demand
- Responding to last minute changes to Volunteer availability - which may in turn impact on the delivery routes

- Collect and record cash donations and pay into bank via Post Office/ Finance Manager. Liaise with individuals and organisations such as Money Advice to arrange payment of donations where appropriate
- Work with Bevy Secretary to provide numbers and relevant information as well as photos for marketing, for Bevy Meals on Wheels Funding applications

Coordination of Volunteers

- A key part of this role is the recruitment, training, motivation and development of Volunteers. Volunteers come from a number of routes including in response to Social media posts, word of mouth and familiarity. BMW has two main Volunteer Roles, Kitchen Assistant or Delivery Driver/ Cyclist / Walker.
- It is necessary to liaise with the Volunteers to ensure there is sufficient support in the kitchen for us to comfortably manage to make and deliver the meals. Some days are busier than others- notably Friday when we cook for Fridays Friends as well BMW, increasing the number of meals by approximately 35/40 meals. Therefore it is preferable to spread the Volunteer support over the three different days than everyone coming on one day, though we may need more volunteers on some days than others.
- The Trainer Chef has to prioritise the needs of the Trainees and there is at least one trainee each session to be managed. Therefore 'Key Volunteers' will preferably be self starters and motivated individuals that can learn what needs to be done and work supportively alongside the trainer Chef rather than needing constant input.
- In addition to Key Volunteers and Trainees we also support Brighton University Placement Volunteers. These Volunteers may have low or high support needs initially though it is the hope and expectation that once they are familiar and been inducted they too will be able to take the initiative.
- Most volunteers are reliable and consistent. However it is inevitable and there will frequently be situations where someone is not able to make a session. It is important to be understanding and supportive and not to make the Volunteer feel bad but to reassure them. It is your problem to solve, not theirs!

Day to day Coordination and running of the project

- Reinforce and demonstrate safe, hygienic work practices
- Delegate for the Trainer Chef when absent
- Rotation and processing of FareShare stock for use in BMW and Bevy Pub meals, e.g peeling, chopping, cooking, freezing. Using ingredients to make produce such as cakes, jams and chutneys for the Saturday Markets where surplus to requirements and to prevent food waste
- Where neither of the above possible taking surplus food to be used at Bevendean Food Bank and / or making up food bags for local families on our lists
- Receiving two FareShare deliveries a week and processing accordingly - e.g what is the Use by date - Can they be used / frozen / processed / used in a meal that day/ another

Engagement and Partner Working

- BMW depends on good relations with external partners, the key one being FareShare who provides us with two deliveries of groceries a week
- We also have an agreed Service Level Agreement (SLA) with St John's College and work with them to provide learners with robust catering standard work experience. We also work with Grace Eyre and BHCC Supported Employment Team to provide work experience opportunities for their learners

- We have a history of working with city wide organisations such as The Table Tennis Club and The Trust for Developing Communities, providing lunches for their Holiday Activity Sessions for children and young people

Supporting Trainer Chef and the Trainees

- Work with the Trainer Chef to support Trainees in the Catering and Community kitchens with the preparation of main meals for BMW and independent living skills
- Work in Community Kitchen to do food preparation and baking when there are too many people in Catering kitchen and different tasks to be completed

Liaise with outside organisation about bookings

- Liaise with internal and external organisations to inform the trainer Chef about the catering requirements of other regular groups e.g. Friday Friends, Chatterboxes, Darts and billiard teams
- Liaise with Trainer Chef with regards to bookings for additional requests for meals. E.G Table Tennis Holiday Activity Project / TDC Youth programme/ Moulsecocomb School Lunch for teachers etc
- Liaise with the Trainer Chef, Pub Chef and General Manager with regards to bookings for Wakes/ Christenings etc that require catering

Criteria for Candidates

Candidates must be able to demonstrate experience of working in a catering environment and preferably have a Level 2 in Health and Safety.

Candidates must be personable, self starters able to engage and work with a cross section of the community. The role demands versatility and flexibility and the ability to think on your feet, find solutions to problems and step in to either help.

It would be useful if the Candidate has experience of coordinating or working with volunteers and want to promote and grow the project further

Candidates must be able to cover for the trainer Chef in their absence and produce the necessary meals for BMW and others with the help of the volunteers.