Community Wellbeing Garden CIO Charity Number 1212007

Cook Job Description (November 2026)

Application Deadline: Weds 11th November (midnight) 2026 (early applications are highly encouraged)
Interviews scheduled for Tues 17th Nov in-person

Job title: Cook
Location: Petworth, West Sussex
Reports to: Project Manager, Community Wellbeing Garden C.I.O
Type of position: Part time, salary
Period: 6 months initially (3 months probationary period) with potential for extension pending further funding
Hours: 10 hrs per week, Tuesdays 5 hrs & Thursdays 5hrs, 9am-2pm
Hourly rate: salaried £13.45 per hour (Real Living Wage)

About us We are a small community garden charity based in Petworth supporting the mental and physical health and wellbeing of people of mixed abilities, including those with disabilities, neurodivergence, mental and physical-ill health, through social and therapeutic gardening and local food distribution. We are looking for someone who enjoys cooking simple, healthy vegetarian food and being part of a warm, inclusive community.

Role Overview:
This role involves preparing and cooking simple seasonal healthy lunches for our mixed ability community groups in our garden kitchen. Once a month you will demonstrate simple "plot to plate" recipes using produce from the garden. You will work closely with staff and volunteers to create a calm and quiet, welcoming and well organised kitchen environment.

Key responsibilities:
You will work independently in the kitchen to prepare a simple vegetarian seasonal soup for lunch (12.30pm) for 25-30 participants each Tues, and 15 participants each Thursday and provide tea break refreshments (11am).

You will need to have a calm and patient manner and be flexible, adapting your plans to the requirements of the different groups as necessary, e.g. food intolerances, varying group sizes, occasional events.

Once a month, you will demonstrate a simple 'plot to plate' healthy soup or other recipe from the garden harvest, (or if you are able to, jam and chutney making), to a small group. Our team of volunteers and staff will support participants to be involved in the 'plot to plate' sessions and will help with serving refreshments to the group. The kitchen will need to be well organised and kept to high hygiene standards and practices which are appropriate for the garden setting.

You will have shared responsibility for the ongoing Health and Safety of the site, safeguarding our participants and outreach members, and working within our Kitchen

Hygiene policy and risk assessments. Safeguarding, Health and Safety, Diversity and Equality, and Kitchen Hygiene training will be required and provided. The successful applicant will be DBS checked to enhanced level.

Person specification

We're looking for someone who:

- Has a very calm, quiet and steady presence and enjoys working with a wide range of people of differing abilities
- Treats everyone with respect, patience, and good humour
- Can work independently and as part of a supportive team
- Is confident planning and cooking simple seasonal soups for large groups
- Can easily adapt to different needs, abilities, and dietary requirements

Work experience:

Confident in planning and cooking simple vegetarian lunches to accommodate different needs and dietary requirements is **essential**
Experience in catering for large groups **highly desirable.**
Cooking experience within voluntary based groups, schools, or charities would be **ideal**
Experience working within the community **preferred**.

Education:
None specified
Safeguarding, Health and Safety and Kitchen Hygiene training will be required and provided.

If you are interested in the role and have questions, please feel free to drop us a message via the following methods
Info@petworthcommunitygarden.co.uk
07717462780
https://www.facebook.com/communitywellbeinggarden
https://www.instagram.com/petworthcwg

Please complete the downloadable application form via our website, deadline midnight Weds 11th November 2026 : https://communitywellbeinggarden.org/opportunities/