



SPECIFICATION OF REQUIREMENTS – FREELANCE COOKERY DEMONSTRATORS

Background:

Quality Meat Scotland (QMS) is a Non-Departmental Public Body of the Scottish Government established to increase efficiency or productivity and improve marketing in the red meat sector. Also, to develop services that the red meat sector provides to the community and to improve ways in which the red meat sector contributes to sustainable development.

Part of QMS's Strategy is to educate consumers about the benefits of including red meat as part of a healthy, balanced and sustainable diet. This is achieved, in part, by the education provision in schools across Scotland.

QMS's freelance cookery demonstrators will carry out Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork cookery demonstrations in primary and secondary schools across Scotland.

QMS expects bookings for approximately 200 schools throughout the year. There may be an additional opportunity to deliver non-cooking education sessions throughout the year.

Cookery Demonstrators will be required to be available to deliver demonstrations predominantly within school hours, within term time although there may be occasional evening or weekend work. **No guarantee of work can be given.**

Qualifications / Person Specification:

Essential Requirements

- Home Economics / Food and Nutrition teaching qualification **or** experience in cookery demonstration (Must have conducted demonstrations previously).
- Demonstrate an ability to clearly communicate knowledge of food nutrition, specifically in relation to Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork.
- Must possess a valid Elementary Food Hygiene certificate.
- Must have access to a means of transport to fulfil duties throughout Scotland.
- Good communication skills.
- Good interpersonal skills.
- Computer literate (especially emails and word processing).
- Good organisational skills to include accurate completion and submission of administrative paperwork associated with the job.

Desirable Requirements

- Cookery demonstration experience completed within the last five years.
- Good knowledge of the current Scottish Home Economics / Health & Food Technology / Practical Cookery Curriculum
- Demonstrate good knowledge of Scottish livestock production systems.



Demonstrators must

- Show evidence of business use on insurance certificate for means of transport used to fulfil duties throughout Scotland
- Be prepared to undertake an PVG check to be able to carry out work in schools

Training

Cookery Demonstrators will be required to undertake training before the beginning of each academic year. Training is provided and is likely to take half a day (which will be remunerated at the appropriate rate). Refresher / updating opportunities will take place 1-2 times per year.

Cookery Demonstrators should be familiar with [Farming Foodsteps](#) and [Make it Scotch](#) sites.

School Demonstrations

Scotch Beef PGI, Scotch Lamb PGI & Specially Selected Pork demonstrations (Home Economics / Health & Food Technology Departments) – preparation, health & nutrition messages, quality assurance/traceability information, cooking, sampling and clearing up after demonstration.

QMS equipment provided

School demonstrations – demonstrators must ensure they keep adequate supplies of consumables. These can be ordered through QMS, giving sufficient notice for delivery.

Consumables: Sample pots (if required), recipe leaflets.

Equipment which demonstrators are requested to provide themselves

- Kit comprising saucepans, serving dishes, knives and utensils for use in schools. This list is not exhaustive and is at the discretion of the successful demonstrator.

Equipment which QMS will provide to each successful demonstrator

- 4 Chopping boards (2 red and 2 white) for use in schools
- 2 branded aprons
- Portable Induction hob (regular PAT testing to be conducted by QMS)

Food Safety

Demonstrators must dispose of waste products associated with demonstrations in the bins provided. Under no circumstances are the remains of samples to be given away at the end of the session. Appropriate hygiene must be adhered to at all times.

Demonstrator fees paid / Reimbursement of costs

£25 per hour + mileage and expenses

Travel time is not included (unless you are asked to travel out with your local area).



Quality Meat Scotland

For each demonstration QMS will reimburse at cost for appropriate amounts of Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork used, dry ingredients and postage – receipts must be supplied.

NB. All meat purchased should be from a supplier of Scotch Beef, Scotch Lamb and Specially Selected Pork. Lists of members of the Scotch Butchers Club can be provided if necessary.

Mileage to and from demonstrations is reimbursed at HMRC Mileage Rates (currently 45p per mile). However, personal time or mileage for shopping trips is not reimbursed.

No guarantee of work can be given.

Administration

Administrative forms will be provided for successful demonstrators to meet the requirements of internal audit. Pro forma invoices and evaluation sheets are filled in by demonstrators according to the type of demonstration undertaken. QMS will provide a PO number for each job which should be referenced on all corresponding invoices.

Evaluation forms are also completed and returned to QMS Headquarters after each demonstration by the school/teacher organising a school demonstration