



JOB DESCRIPTION

TITLE OF JOB: Weekend Cook (Saturday and Sunday, Job Share may be considered)

SERVICE/PROJECT: The Hop50+, Brighton and Hove

REFERENCE NO: WCH50/Jan18

CLOSING DATE FOR APPLICATIONS: 9.00 am Tues, 19th December 2017

INTERVIEW DATE: Thurs, 4th January 2018

HOURS PER WEEK: 12 hours

TEMPORARY/PERMANENT: PERMANENT

BAND 2 NJC POINTS, 18-23 STARTING SALARY £18,070 per annum, pro rata paid monthly by Automated Credit Transfer on 25th of each month

HOLIDAY ENTITLEMENT: 27 days per annum, plus 3 extra days at Christmas and the usual statutory holidays pro rata

ACCOUNTABLE TO: Deputy Manager

LINE MANAGED BY: Deputy Manager

RESPONSIBLE FOR: Running of the Weekend Lunches with a team of volunteers, cooking a variety of meals, maintaining Health & Safety standards.

For an informal chat about the job, please call Lin Hastings or Claire Corbin on 01273 729603



BACKGROUND AND AIMS OF PROJECT

Impact Initiatives was set up over 35 years ago to support local people in need. Our original remit of 'filling the gaps in statutory services' is as relevant today as it has always been.

Today Impact manages a range of services in Sussex for all ages, the services are all designed to help people to meet their potential and have an improved quality of life. Each of our services has a specialist manager and staff team who are supported by the Impact Central Team who provide management in finance, HR, admin, IT, facilities and project development. This is a cost effective way for the services to have consistent professional support and enables them to focus on the service provision.

The Hop50+ is part of Impact's Older People's Services which have developed over the past 25 years from a core service.

Impact currently hold a contract with Brighton and Hove City Council to work with other organisations across the Central, North and West of the City to provide support, services and activities for older people, particularly those who are socially isolated or are at risk of becoming so.

These will encourage involvement of older people in their development and on-going provision including volunteering and cover a wide range of interests and needs; all will support physical and emotional health and wellbeing, and reduce social isolation.

The Centre Café is based within The Hop50+ and is open to all those aged 50+

MAIN TASKS

- To prepare and cook from a varied menu including breakfasts and lunches on Saturday and Sunday, with a traditional lunch on Sunday, to include options which meet specific dietary needs where required
- To work with the Centre Manager, Deputy Manager and Café Team to ensure that the Café feels vibrant professional, friendly and welcoming to customers at all times.
- To work as part of a team with staff and volunteers at the centre and to supervise on a day to day basis volunteers and Café Worker working in the café
- To report to the Centre Manager & Deputy Manager regarding menus and food ordering, ensuring both are planned in advance
- To ensure orders for food and drinks are taken

- To ensure the smooth running of the café by maintaining the kitchen and café areas, and equipment, to the required standards and any defects in equipment are reported immediately.
- To ensure the kitchen and café areas are kept clean and tidy throughout the day and left ready for the following day.
- To serve food and drinks when required, taking and recording payments using the till.
- To cash up in accordance with procedures at the end of each day.
- To comply with all Centre policies, including Health and Safety, with particular attention to hygiene.
- To complete and maintain basic records such as those required by the Environmental Health Team, and statistics as required by the Team Leader e.g. checking fridge and freezer temperatures, maintaining statistic sheets, checking and putting away food orders, ensuring clear labelling of food on sale.
- To keep up to date with basic legislation, attending appropriate courses on food handling, health and safety etc as agreed by the Centre Manager/Deputy Manager.
- Assist the Centre Manager/Deputy Manager with internal and external promotion of the Café.

GENERAL TASKS

- To comply with and implement the Impact Equal Opportunities Policy and any specific policies and procedures designed to promote and monitor equal opportunities.
- To comply with and implement the Impact Health and Safety Policy and any specific policies and procedures relating to the specific activities on which you are employed. Generally to take reasonable care for the health and safety of all those affected by this work.
- To attend regular supervision sessions and meetings as required by your Line Manager.
- To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
- Any other duties within the scope of this job description as requested by the Centre Manager, Service Manager and/or Senior Management Team.

PERSON SPECIFICATION:

ESSENTIAL SKILLS

- Minimum Level 2 in Food Safety in Catering (training can be provided)
- Experience of working in a café/restaurant, preparing, cooking and serving food and beverages.
- Experience of and ability to observe and maintain food hygiene and health and safety requirements, including the preparation, storage and serving of food.
- Ability to work calmly in a busy and demanding kitchen, prioritising the needs of the Café and its customers and volunteers.
- An understanding of the needs and interest in working with older people.
- Ability to handle cash and keep accurate records.
- Ability to work as part of a team.

DESIRABLE SKILLS

- Experience of working in a café/restaurant setting and planning menus.
- Experience of taking the lead and working unsupervised in a commercial kitchen.
- Experience of working or volunteering with older people.