



JOB DESCRIPTION

TITLE OF JOB: Senior Café Worker

SERVICE/PROJECT: The Hop 50+ Palmeira Square, Hove, BN3 2FL

REFERENCE NO: SCW/JUN18

CLOSING DATE FOR APPLICATIONS: 9.00am Thursday, 28th June 2018

INTERVIEW DATE: Thursday, 5th July 2018

HOURS PER WEEK: 24 hours 24 hours p/w / 9am - 3pm (Mon-Thurs provisionally, open to discussion)

TEMPORARY/PERMANENT: Permanent

BAND 2 NJC POINTS 18 – 23, **SALARY** £18,870 per annum (pro rata), paid monthly by Automated Credit Transfer on 25th of each month.

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

ACCOUNTABLE TO: Centre Manager

LINE MANAGED BY: Centre Manager

RESPONSIBLE FOR: Planning and provision of a range of lunches, drinks and snacks for customers at our café in Hove. Ensuring maintenance of Health & Safety and Food Hygiene standards and ensuring a team of volunteers are in place and supported to contribute to the running of the cafe. Contributing and implementing ideas which ensure the on-going development of the Café and ensure customers have a pleasant and personally beneficial time whilst there.



BACKGROUND & AIMS OF PROJECT

The Hop 50+ Café is part of Impact Initiatives, a Sussex charity which has been running for more than thirty years. We work with other charities, not for profit organisations and private and public funders to set up and manage projects and services that support local people of all generations.

Our aim is to provide high quality, flexible and personal support services for local people when and where they need it most. Our services aim to give individuals and communities the support they need to improve their quality of life and feel a part of a wider community.

Our services are all designed to help people to meet their potential and have an improved quality of life. This is achieved by providing the right support from the right people at the right time.

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 of the services having consistent professional support and enables them to focus on the service provision.

MAIN TASKS

1. To work with the Manager, staff and volunteers to ensure that the Café feels vibrant, professional, friendly and welcoming to customers at all times
2. To report to the Manager regarding menus and food ordering, ensuring both are planned in advance
3. To ensure a varied range of freshly made light lunches, snacks and cakes are ready at agreed times.
4. To ensure the smooth running of the café by maintaining the kitchen and café areas and equipment clean to the required standards and any defects in equipment are reported immediately
5. To ensure the kitchen area is kept clean and tidy throughout the day and left ready for the following day
6. To serve food and drinks when required, taking and recording payments using the till
7. To cash up in accordance with procedures at the end of each day
8. Assist the Manager with internal and external promotion of the Café
9. To work with our partner organisations in setting up groups, classes and activities in the cafe

10. To be supportive of the volunteers
11. To comply with all Café policies, including Health and Safety, with particular attention to hygiene.
12. To complete and maintain basic records such as those required by the Environmental Health Team, and statistics as required by the Service Manager e.g. checking fridge and freezer temperatures, maintaining statistic sheets, checking and putting away food orders, ensuring clear labelling of food on sale
13. To be up to date with food handling legislation and to be prepared to attend courses on food hygiene, manual handling and safeguarding adults.
14. To comply with and implement the Impact Equal Opportunities Policy and any specific policies and procedures designed to promote and monitor equal opportunities.
15. 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.
16. To attend regular supervision sessions and meetings as required by your Line Manager.
17. To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
18. Any other duties within the scope of this job description as requested by the Service Manager and/or Senior management Team

PERSON SPECIFICATION

ESSENTIAL SKILLS & EXPERIENCE

1. A high level of enthusiasm, and commitment to providing high quality lunches and snacks in a professional and friendly café specifically for all ages
2. Minimum of Level 2 in Food Safety in Catering (or willingness to complete training)
3. Experience in successfully taking a lead role in a catering setting
4. Experience of contributing and implementing ideas to development of a catering setting
5. Experience of preparing and cooking meals for up to 40 people per day

6. Experience of delegating tasks to other staff and volunteers
7. Experience of effective menu planning food ordering and stock control within a set budget and minimising waste
8. Proven ability to take a lead role in ensuring Food Hygiene and Health and Safety are maintained in a catering setting
9. Ability to work calmly and effectively in a busy kitchen whilst being supportive to other team members
10. Ability to take and record cash payments using a till and excel spreadsheets
11. Ability to be welcoming and sociable with Café customers in a professional manner
12. An understanding of some of the issues faced by vulnerable people and a commitment to and interest in helping to address some of these
13. Ability to work alongside a team of volunteers with differing abilities
14. A flexible attitude to working within a team to achieve the required results.

DESIRABLE SKILLS & EXPERIENCE

- Experience of working or volunteering with vulnerable people