

CULTS KIRK CENTRE HUB CAFÉ

404 NORTH DEESIDE ROAD

CULTS

AB15 9TD

www.cultsparishchurch.co.uk



JOB DESCRIPTION

JOB TITLE:	Hub Café Chef/Manager
REPORTING TO:	Convenor of Cults Kirk Centre Management Committee
WORKING HOURS:	Negotiable – Initially 21 hours per week expanding to a possible 35 – see below for detail
SALARY:	Negotiable

This position will be in the eco-friendly Cults Kirk Centre. The Hub Café is at the centre of the Cults village community and has become an increasingly important part of village life. The café has a very special ethos of community service evident from the friendliness of and between the staff and the loyal band of volunteer assistants.

The post holder will be responsible for the day to day operations of the café working with a team of volunteers.

Historically the café has opened for 4/5 hours on 3 days per week with an additional day set aside for preparations. We have ambitions to develop the café operation in the near future both in terms of opening hours and service provision.

The successful candidate will demonstrate the imagination and energy require for the realisation of this vision. Expansion of working hours towards the maximum quoted 35 per week will be dependent on the pace of café expansion

The post holder will have experience in managing catering establishments and will be expected to demonstrate creativity and motivation towards expanding the Hub Café to a new level of success and customer experience.

MAIN TASKS AND RESPONSIBILITIES

The person appointed will during the rota days be required to:-

- take responsibility for the operation of the café through a team of volunteer assistants.
- provide simple cooked lunches and baking on a daily basis.
- create an environment that is welcoming to existing and new customers.
- develop a community café that provides a varied, healthy and nutritious menu together with consistent, professional service.
- work co-operatively with the many other Centre users

AREA OF WORK

MAIN TASKS AND RESPONSIBILITIES

Daily Management of Café

STAFF

- Ensure that the café is adequately staffed by volunteers, rotas drawn up and adjusted as required
- Provide supervision and support to café volunteers
- Ensure all volunteers are adequately trained as required

CUSTOMER SERVICE

- Develop, cook, and deliver imaginative menus
- Ensure a professional and friendly level of customer service is delivered by all café volunteers at all times

HEALTH & SAFETY

- Ensure that the kitchen, servery and café areas are clean throughout the day and meet health & safety requirements
- Create procedures for and ensure compliance with handover to and from other kitchen users
- Operate and keep tools and equipment in a clean and serviceable condition and in accordance with the Centre's/maker's instructions. Where repairs are necessary, inform the Centre Management Committee or the Church Maintenance Supervisor
- Operate safely within the workplace with regard to the Health and Safety policies, procedures and safe working practices.
- Be responsible for your own Health and Safety and that of volunteers and service users

FOOD MANAGEMENT

- Ensure that all foods that are prepared, cooked and stored in the café meet a high standard of food hygiene
- Monitor and record all steps and activities of food processes to ensure food is safe.
- Organise and manage the purchasing of café supplies via local suppliers/supermarkets using fair-trade products where possible so that the café is able to meet the needs of its customers by undertaking weekly stock-takes

Financial

To ensure that the café is accountable, complies with audit requirements, and is ultimately self-sustaining, the Manager will be required to:

- Retain receipts for all items of expenditure, including supermarket receipts and invoices received from suppliers
- Retain print outs of till rolls and electronic receipts, maintain daily record sheets setting out card payments, cash, tips and book monies.
- Liaise with the Kirk Centre Management Committee to monitor performance and adjust prices accordingly

Business Growth & Development

With the support of the Kirk Centre Management Committee – plan, implement and evaluate the café on a regular basis in order that the café:

- Continues to provide a healthy and varied menu
- Is run professionally
- Has procedures in place to facilitate its efficient running
- Increases turnover in order to create a viable and self-sustaining venture that is at the heart of the Kirk Centre and of the local community
- Increases its appeal to the wider community and builds relationships
- Is open to and encourages user groups within the community who could make use of the café

Training and Professional Development

- Identify and discuss personal training requirements with the Kirk Centre Management Committee
- In conjunction with the Kirk Centre Management Committee initiate and monitor training programmes for volunteers as appropriate

Other Matters***Equalities***

- Work, through personal example, to ensure fair treatment to all
- Offer training to vulnerable individuals to develop their skills within the community

Confidentiality

- Be confidential and professional at all times