

St Stephen's Church, Norwich

Job Description

Job Title: **Café Chef**

Location: **Based at St Stephen's Church**

Responsible to: **Café Manager**

Job purpose: **To prepare, cook and serve fresh food for the Cafe**

Pay: £11.44 per hour for 12 hours per week.

Working hours: 11am-2pm, Wednesday, Thursday, Friday, Saturday

1. Café Food Preparer

- a. Prepare and cook fresh food.
- b. Prepare multiple simple orders quickly and correctly. Maintain a calm composure throughout service.
- c. Effectively portion control to avoid wastage.
- d. Keep a sanitised and orderly environment in the food preparation areas.
- e. Provide high standards in all aspects of food service and presentation.
- f. Understand and follow food allergy procedures and be able to answer customer questions
- g. Manage product storage, labelling and rotation
- h. Undertake the cleaning of the kitchen and surrounding areas and also of equipment.
- i. Ensure that all kitchen equipment is properly maintained and that defects are reported promptly to cafe manager or operations manager.
- j. Comply with food hygiene safety and maintain paperwork as recommended by Safer Food Better Business guidelines.
- k. Participate in covering staff absences, holidays, and busy periods for smooth functioning of the Café.

2. General

To complete other activities as requested by the Café Manager, Operations Manager and Vicar, within the scope of the role.

3. Christian ethos

To represent the church, accurately reflect the Christian faith-based motivation of the St Stephen's community.

4. Equality and Diversity

To ensure that the importance of equality and diversity is reflected in all areas of the post holder's duties.

5. Safeguarding

St Stephen's Church is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people, and expects all staff and volunteers to share this commitment.

Please note the successful candidate will be required to undertake a Basic DBS check prior to starting employment.

PERSON SPECIFICATION

Job title: Café Chef

Responsible to: Café Manager

<i>Person Specification</i>	
Knowledge	
K1 Literate and numerate	Essential
Skills	
S1 Interpersonal skills, sufficient to communicate effectively and build strong working relationships with the team including volunteers and Cafe Friends	Desirable
S2 Good written and verbal communication skills	Desirable
S3 Good organisation, planning and time management skills	Essential
S4 Able to work flexibly and productively with minimum supervision	Essential
S5 Be able to prepare and cook fresh food to the required standard	Essential
Experience	
E1 Proven experience of working in a busy catering environment	Essential
E2 Experience of managing people	Desirable
Education	
Q1 GCSE or equivalent in Maths and English	Desirable
Q2 Food Hygiene (at least level 2)	Essential
Q3 Familiarity with Safer Food Better Business	Essential
Q4 Catering qualification Level 3	Desirable
Christian Ethos	
V1. Genuine occupational requirement to have Christian faith.	Desirable
Personal Qualities	
P1 Tolerance, patience and ability to deal with competing complex issues.	Essential
P2 High levels of honesty, integrity and discretion	Essential
P3 Maintain a calm composure throughout service	Essential
Health	
H1 Able to meet the requirements of the post	Essential
Equality and Diversity	
O1 An understanding of equality and diversity	Essential