



outside the box

MORE THAN JUST A CAFE

Registered charity 1151706

Job Description

Cook/Kitchen Assistant

Date: April 2017

Job Title: Cook/Kitchen Assistant

Reporting to: Outside the Box Catering Manager

Hours of work: 20 hours – This will include 1 weekend day per week 9am to 5pm.
(Extra hours and holiday cover will be available.)

Salary: 7.50 per hour

Background

We are a thriving independent café, 'with a difference' that customers love. Outside the Box Café is a dynamic, community café, serving high quality, wholesome food and drinks that also supports adults with a learning disability to lead more fulfilled and independent lives.

Purpose of Role

You will be an enthusiastic cook/kitchen assistant with a passion for good, quality food. You will often lead in the kitchen or assist others with the preparation, cooking and serving of high quality food.

We are very big on cakes and home-baked produce so experience within these fields would be beneficial.

Main responsibilities and tasks

- Working within a busy cafe and kitchen preparing and cooking a selection of both hot and cold meals
- Leading within the kitchen with the preparation and cooking of high quality food, hot and cold sandwiches, salads, breakfasts, specials etc.
- working alongside volunteers and members (adults and young people with learning disabilities) in the cafe and associated events/activities
- To ensure that the highest standards of food preparation and presentation are maintained to the required standards at all times
- Responsible for the running of the kitchen area ensuring health and safety and food hygiene regulations are adhered to.
- Providing high quality service to ensure all customer orders are correctly delivered and charged for

- To assist in the set-up, set down and cleaning of the café and kitchen according to procedure on a daily basis and as required
- Managing day to day business and facilities of the cafe premises i.e., opening and closing and cashing up
- keeping the cafe and kitchen clean and hygienic at all times
- ensuring that the cafe environment is pleasant and welcoming and operates in line with the vision agreed with the Manager and Directors
- assisting with stock control and ordering supplies agreed with the Manager
- comply with all risk assessments, health and safety, hygiene, equal opportunities and other company policies and procedures
- Assist with promotion and administration of the cafe and maintain all records as required by the Manager and Trustees.
- To undertake other duties that are commensurate with the post.

Person Specification

Essential

Some experience within a busy kitchen environment – training where required will be provided

Knowledge and experience of food preparation and customer service in catering/hospitality

Passion for excellent customer service and high quality food and drinks

Ability to work well under pressure and use own initiative

Ability to relate to people of all ages, abilities and backgrounds

Food hygiene qualified

Good standard of general education

Knowledge of and commitment to healthy, nutritious food and drinks

Able to work flexible hours

Able to work flexibly and as part of a diverse team (including volunteers and adults with learning disabilities)

Passion for good quality food and service

A strong commitment to the ethos, social aims and values of Outside the Box

At all times exercise a high standard of personal integrity and professional

To apply for this position, please send a C.V. and cover letter to Jenna Peel (Manager) at cafe@outsidetheboxcafe.com.

Closing Date: Wednesday 19th April 2017 @ 5pm

Interview Date: Tuesday 25th April 2017