

# the food chain

<b>Job title:</b>	Community Café Manager/Chef
<b>Salary:</b>	£28,000
<b>Location:</b>	Gray's Inn Rd, London
<b>Hours:</b>	37.5 hours a week. Some evening and weekend work will be required for which time off in lieu will be given
<b>Accountable to:</b>	Kitchen Services Manager
<b>Accountable for:</b>	Kitchen and café volunteers
<b>Close working with</b>	Kitchen Services Mgr Volunteer Co-ordinator Community & Events Fundraising Co-ordinator Trustees and Patrons involved in the development of our community café.

This is an exciting time of development and change for The Food Chain as we move in to our new kitchen premises in Headland House,

We need a creative, innovative and dedicated Café manager/chef with a love of good food and the flair to create nutritious delicious dishes. Working alongside our Kitchen Services Manager this post will develop our new community café opening in 2022.

Our aim is to create a vibrant and successful cafe and social space which will contribute significantly to our charitable purpose and help build our financial resilience through income generation and fundraising activities.

As well as being a safe, warm and welcoming space for our service users and everyone living with HIV in London, the community café will challenge HIV stigma and be a place where all communities are welcome.

Working with the Kitchen Services Manger you will help to plan and execute The Food Chain's development plans and vision for the cafe, including continuously looking at ways to develop and innovate.

The role includes a broad range of tasks, with a focus on managing the community cafe and catering services ensuring daily tasks are completed to the required standard and inducting, training and supporting café volunteers or other team members. You will also carry out all operational front of house and kitchen duties, create menu items, recipes and develop dishes, and manage bookings and events.

## **Job description**

To manage the day to day running of the community café. You will oversee everything from creating and producing weekly menus, managing, and supporting a small team and running events throughout the year. You will carry out all operational front of house and kitchen duties.

## **Main tasks and responsibilities**

### **Café management**

- Control and direct the food preparation process and related activities for all community café services, which could include hospitality for internal and external customers
- Responsible for all aspects of the kitchen and front-of-house day-to-day cafe operations
- Construct menus with new and exciting culinary creations ensuring the variety and quality of the service
- Working within the agreed budget, plan and place orders for food from sources such as Fare Share, City Harvest local supermarkets, on-line delivery, food suppliers
- The co-ordination and acceptance of food donations
- Liaison with kitchen suppliers and other contracts as required
- Implement all relevant legislation and company policies and procedures
- Support volunteers and other team members to provide high standards of food preparation for the cafe
- Supervise volunteers and other team members in the implementation of policies and procedures
- Ensure systems are in place and adhered to concerning quality control, food due diligence and stock rotation
- Maintain the kitchen in cleanliness to meet the EHO 5 \* rating
- Report and take appropriate actions to resolve any equipment faults
- Teach & demonstrate recipes and basic cookery skills to volunteers and other team members
- Assist in the preparation, control and meeting of cafe budgets and income targets
- Record the sales activity for all café activity and report to the Kitchen Services Manager daily with cash tin and sales reconciliation

### **Café development**

- Build and sustain relationships with community partners, local businesses, HIV and wider voluntary sector organisations and local people to create a thriving community café
- Work closely with the Community & Events Fundraiser to plan, develop and deliver a portfolio of fundraising events and income generating activities that maximise the potential of the community café for this purpose

### **General**

- In all activities and day to day work, demonstrate your commitment to The Food Chain's charitable purpose, values and ethos
- Carry out all activities in a way that actively demonstrates our commitment to Equality, diversity and inclusion

- Carry out all activities safely, giving full consideration to risk assessment and health and safety practices.

## **Person specification**

### **Experience, Knowledge & Competencies**

#### **Experience**

- Experience of managing services or businesses in the catering industry.
- Experience as a chef/cook working in a kitchen environment in a café
- Experience of costing and pricing of menus
- Experience of managing and supervising staff including those who may have no or limited previous working experience.
- Experience of working in diverse teams of paid staff and volunteers.
- Experience of customer services

#### **Knowledge**

- Planning menus and recipes
- Cooking on a limited budget
- Nutrition in relation to HIV and / or other conditions
- Awareness of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety
- Excellent health and safety knowledge
- Understanding of the issues faced by people living with HIV in the UK and the ability to explain this to others

#### **Competency**

- Ability to be creative when designing weekly menus including using surplus food.
- Ability to develop and maintain a workplace environment which is safe and welcoming for everyone and enables our customers to enjoy a positive cafe experience.
- Ability to be a flexible and collaborative team member
- Ability to design and set up new services and a capacity to work within a changing environment
- Basic budgetary and financial management skills
- Qualification to level 2 Food Hygiene

# the food chain

## Application Form

Post Applied For **Community Café Manager/Chef**

Closing Date **Wednesday 9th February 2022**

Please ensure that you complete all sections of the form in full, **do not submit a CV.**  
Please return your completed forms:

- By email to: **recruitment@foodchain.org.uk**

### 1.0 Current/Most Recent Employer

<b>Employer</b> (please include name, address, telephone number and type of business):
<b>Job Title:</b>
<b>Brief description of duties:</b>
<b>Dates From/To:</b>
<b>Reason for leaving/wishing to leave:</b>
<b>Current Salary:</b>

## 2.0 Previous Employment

(continue on a separate sheet if necessary)

<b>Employer</b> (please include name, address, telephone number and type of business):
<b>Job Title:</b>
<b>Brief description of duties:</b>
<b>Dates From/To:</b>
<b>Reason for leaving:</b>

<b>Employer</b> (please include name, address, telephone number and type of business):
<b>Job Title:</b>
<b>Brief description of duties:</b>
<b>Dates From/To:</b>
<b>Reason for leaving:</b>

<b>Employer</b> (please include name, address, telephone number and type of business):
<b>Job Title:</b>

<b>Brief description of duties:</b>
<b>Dates From/To:</b>
<b>Notice Required:</b>
<b>Reason for leaving:</b>

**2.0 Voluntary and/or other relevant experiences**  
 (continue on a separate sheet if necessary)

Please detail any voluntary work, community activity, life or other experiences that you feel make you suitable for this position.

<b>Role</b>	<b>Organisation (if applicable)</b>	<b>Main tasks</b>	<b>Dates (From/To)</b>

### 3.0 Training & Development

Please give details of any training you have received or courses attended that you feel are relevant to the post. This can include formal and informal, in-house and external training.

Training	Length of course	Date

### 4.0 Education & Qualifications

Please tell us about your education and qualifications that are relevant to the post.

Subject	Qualification gained	Where studied

## 5.0 Supporting Statement

Please explain why you are applying for this vacancy and how you feel that you fulfil the **Experience, knowledge & competencies** set out in the job description. Please feel free to attach additional pages if necessary (maximum two sides of A4)



## 6.0 References

Please give names and address of two referees – one must be your current/most recent employer, the other must be a personal referee:

<b><u>Employer</u></b>	<b><u>Personal</u></b>
Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:

**All appointments are subject to receipt of references which we find to be satisfactory. We may wish to take up references from other previous employers.**

**7.0** I confirm that I have the right to work in the UK. **Y/N**  
Documents will need to be produced before employment commences.

## Declaration

**Please read and sign the declaration.**

I declare that, to the best of my knowledge, that the information detailed within this form and any accompanying/supporting documents is correct.

I understand that if I give, in the application or during interview, false or misleading information then this may lead to me being dismissed.

I consent to Positive East approaching a reference contact.

**Signed** .....

**Dated** .....

## Name and Address

Please use this form to give personal details which will be required to contact you for invitation to interview, if shortlisted. This information will be detached from the application form when it is received and will not be available to the selection panel.

**Name:**

**Address:**

**Telephone: (Day)**

**(Evening)**

**Email address:**

Please return your completed form via email to: **recruitment@foodchain.org.uk**

**PLEASE REMEMBER TO ATTACH YOUR EQUAL OPPORTUNITIES MONITORING FORM AND DECLARATION OF OFFENCES FORM.**

# Equal Opportunities Monitoring Form

**Post: Community |Café Manager/Chef**

This form is intended to help The Food Chain in monitoring the effectiveness of our Equal Opportunities Statement. You are not required to complete any part of this form, but we would appreciate it if you did. Information given will be used only for statistical purposes and will not be available to the selection panel. The form will be shredded after the information has been taken from it.

## Gender

**Which of the following options best describes how you think of your gender?**

Male       Female       Non-binary       In another way       Prefer not to say

**Is your gender identity the same as the gender you were given at birth?**

Yes       No       Prefer not to say

## How would you describe your ethnic origin ?

Choose ONE section from A to E

- A       Asian or Asian British  
 Bangladeshi  
 Indian  
 Pakistani  
 Any other Asian background, please write in box .....
- B       Black or Black British  
 African  
 Caribbean  
 Any other Black background, please write in box .....
- C       Chinese or other ethnic group  
 Chinese  
 Any other, please write in box .....
- D       Mixed Heritage  
 White and Asian  
 White and Black African  
 White and Black Caribbean  
 Any other Mixed background, please write in box .....
- E       White  
 British  
 English  
 Irish  
 Scottish  
 Welsh  
 Any other White background, please write in box .....
- F       Prefer not to say

**Do you consider yourself to have a disability or a long-term health condition?**

- Yes       No

**What is the effect or impact of your disability or health condition?**

- Prefer not to say

**What is your sexual orientation?**

- Bisexual  
 Gay man  
 Gay Woman / Lesbian  
 Heterosexual / Straight  
 Other  
 Prefer not to say

**Please tick the box that best describes your religious belief:**

- Buddhist  
 Christian  
 Hindu  
 Jew  
 Muslim  
 Sikh  
 Other Religion or Belief (please state) .....  
 No Religion  
 Prefer not to say

**In what year were you born?**

**Where did you see this post advertised?**

*Thank you for completing this form*

# Declaration of Offences

**Post: Community Café Manager/Chef**

Name:

Please provide details of any criminal offences of which you have ever been convicted (including moving vehicle motoring offences, but not parking offences) or police cautions you have received. Please include spent convictions: Note that this post involves the provision of care services to vulnerable adults, and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the [Rehabilitation of Offenders Act 1974 \(Exceptions\) \(Amendment\) Order 2002 SI 2002/441](#) para 5(2)).

## **Criminal Convictions**

## **Employment Record**

Have you been subject of a disciplinary investigation, in any of your previous employment positions, which did not lead to proceedings? If yes please give details.

Have you been disciplined in your any of your previous employment positions? If yes please give details.

This form will be shredded at the end of the selection process