

Job Description

Post Title: Café Supervisor – Part time 16 hours per week

Responsible to: Centre Manager/Business Manager

Responsible for: Volunteers who assist in the Café

Job Purpose: To assist with the efficient and effective delivery of hot and cold snacks in a café environment, through the preparation and delivery of food in accordance with agreed standards and procedures

Main Duties:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Specific responsibilities include:

- To carry out all aspects of kitchen related duties to ensure the preparation and service
- of a quality hot and cold meals and snacks, and the maintenance of all hygiene standards
- To organise weekly food order to suppliers
- To ensure the necessary food hygiene paperwork is completed each day
- To assist in preparing weekly menu's
- To oversee and support volunteers who may assist in the Café
- To take orders on the cashless till system
- To undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
- To ensure the presentation and service of food to the customer is in accordance with agreed procedures
- To assist with the general presentation of the customer service area
- To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including kitchen equipment and storerooms to the required hygiene standards.
- To assist in cleaning of the café and kitchen areas and set up and clear away equipment and materials if necessary.

General:

- Promote and implement the school's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the school's policies and procedures.
- Promote understanding of the school's mission, vision and values and lead by example through outstanding professional conduct.