

JOB DESCRIPTION

Post: Café Manager

Responsible To: Group Head of Food and Beverage

Summary of Post:

To take responsibility for planning, organising and running a café. To plan, organise and take responsibility for students with learning disabilities & difficulties whilst on work placement within the café premises.

Specific Duties:

1. To prepare, cook and serve in a clean, safe and hygienic environment, as well as complete necessary paperwork involved (e.g. cleaning rota, fridge/freezer temperature checks)
2. To operate tills and reconcile financial transactions in line with college regulations and to be responsible for the control and safe keeping of money.
3. To ensure the cafe is a safe environment and comply with College policies and guidelines in respect to health & safety and to carry out risk assessments of the café facilities and activities where required.
4. To manage the stock control of all perishable and non-perishable items. This will include safe handling and storage of food in line with food hygiene regulations.
5. To carry out a range of heavy/light cleaning duties
6. To carry out any other duties commensurate with grade as may be reasonably requested by college staff and the host organisation.
7. To carry out assessment of students skills through liaison with the curriculum staff
8. To plan and organise activities within the café to enable the students to learn the skills of retail/catering within the context of a café.
9. To maintain safe and clean storage of equipment/tools/products (Complying with relevant regulations e.g. COSHH)

10. To remove rubbish from service areas to designated areas
11. To work flexibly to meet the operating hours of the community organisation

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Basic IT skills	✓		4
2.	Good administrative and organisation skills in order to maintain business ethos and regulation required of storage of food	✓	✓	4
3.	Ability to act on own initiative	✓	✓	4
4.	Good communication and interpersonal skills both verbal and written e.g. customer service	✓	✓	4
5.	A flexible approach to work	✓	✓	4
6.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	A minimum of 2 years experience of working in a café and or catering environment which has involved cooking meals as well as snack foods	✓	✓	4
2.	Experience of financial transactions including use of a cash register	✓	✓	4
3.	Experience of maintaining a clean and safe working environment	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		2
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		2
3.	Health & Safety qualification related to relevant area of work or equivalent e.g. Basic Food Hygiene	✓	✓	4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.