

MK SNAP Café Lead Post

Job Description and Person Specification

Position Details

Position: Community Café Lead	Department: Enterprise	Reporting to: Head of Enterprise
Salary: £10.42 per hour from 1 st April 2023	Contract: 1 year contract	Hours per week: 16 hours per week Monday to Thursday 9am-1pm

Overall Objective:
 To ensure that the café runs effectively and efficiently in its day to day operations. Work with adult learners living with disabilities to help them develop essential life skills and inspire them to make healthy choices. The Community Café is part of our enterprise programme and has a five-star hygiene rating.

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<p>Summary of Duties</p> <ul style="list-style-type: none"> • To efficiently and effectively run the kitchen at MK SNAP in line with appropriate H&S guidance • To prepare food and beverages to be served in the café. • Opening up and closing down and ensuring the café is operational. • Report on a weekly basis, or as otherwise agreed, to the Head of Enterprise <ul style="list-style-type: none"> • on all relevant issues or general concerns • Attending team, front of house and staff meetings as appropriate • Willingness to attend training as appropriate, including Basic Food Hygiene Level 3 and Health& Safety training and refresher training. • Barista Training to be on going, including the development of team members and refresher training as products develop, to the chosen Coffee suppliers Barista standards. • The café lead oversees the front of house assistants. • Cash handling, float management and till reconciliation daily. Volunteer training on till operations, and implementing till and pricing updates. Prompt and accurate cashing up at the end of the day and transfer of money into safe. • To assist with the ordering and storage of food, beverages and cleaning products liaising with the Head of Enterprise on any additional stock changes or requirements • responsible for the smooth running of the café during events this may occasionally include evenings and weekends. 	<p>Essential</p> <ul style="list-style-type: none"> • Experience of catering or home economics, hospitality in a commercial, community or educational setting. • Strong levels of personal integrity and commitment to safeguarding • Excellent communication skills. • Ability to inspire, motivate and encourage people with a range of complex needs through participation in positive activity • Ability to co-ordinate and prioritise workload. • Qualification in a relevant subject including health & hygiene <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a range of environments including schools, club and community settings. • Experience of mentoring, supporting and encouraging adults with learning disabilities • First Aid • A demonstrable record of implementing Equal Opportunity policies and activities. • Be interested in all aspects of working in a community or charitable setting <p>This Role Requires an enhanced DBS</p>

<ul style="list-style-type: none"> • To be professional, polite and well presented whilst providing and maintaining excellent customer care at all times. • Ensure the coffee machines are in good working order and maintained on a regular basis & ensure compliance of the coffee providers marketing and drinks preparation guidelines • Maintain a clean and tidy shop/cafe area. Including clearing of tables, floors and waste areas including daily/weekly cleaning schedules • Assist with the effective promotion and advertising of shop services activities and products, completing all required paperwork. • Supervise deliveries, including the checking of delivery notes and verification of delivered goods. • To support cookery sessions with an assistant, prepare ingredients and agree budgets. • To provide buffet food and celebration cakes to outside companies/customers in relation to the Enterprise Project at MK SNAP • Preparing learners (who are able) to undertake food hygiene and or safety in the work place certificates. • To assist in the identification of additional activities required for learners to enable progression, self-reliance, flexibility, confidence building and improvement in life and social skills. • To comply with all MK SNAP policies and procedures. • To ensure that all Health and Safety policies and procedures are carried out and adhered to. • To ensure that the kitchen is well maintained and fit for purpose for inspection by environmental health if required. • To raise aspirations, inspire and continually improve outcomes and quality in delivery • To develop, protect and enhance the MK SNAP brand. • To carry out any other duties as required which are commensurate with the level of the post. 	
<p>Reference: Café Lead MK SNAP</p>	