

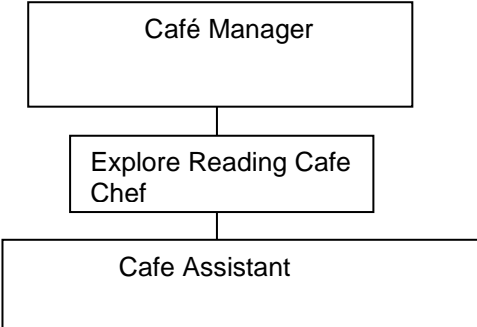


## JOB DESCRIPTION

<b>JOB TITLE:</b> Explore Reading Café Chef		
<b>REPORTS TO (Job Title):</b> Cafe Manager		<b>Current Grade (for ref): 4</b>
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b> <ul style="list-style-type: none"><li>To work in all aspects of the Explore Cafe facility which incorporates catering for room hire and the preparation and cooking of hot and cold food to consistently high standards.</li></ul>	
<b>2.</b>	<b>CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>	
	1	To cook and present food to the public and organised events including buffets as directed by the Cafe Manager following an agreed menu
	2	To ensure that the café facility is kept tidy and clean at all times
	3	To make sure all Health and Hygiene requirements are met and recorded.
	4	To inform the cafe supervisor of supplies that are required for the cafe, ensuring that the facility is stocked with appropriate supplies
	5	To advise the Line manager on how well different product lines are selling and any recommend new ideas to increase customers
	6	To support the general running of the reading cafe, helping to ensure that the whole concept is developed and delivered.
	7	To work with all members of staff as part of the explore team contributing ideas to the success of the building

	8	To attend relevant staff meetings and training and development sessions in order to keep practice up to date
	9	To ensure that all H&S legislation is complied with in relation to the running of a café facility
	10	To work co-operatively, communicate and consult with colleagues within the service and beyond to ensure effective working relationships are maintained.
	11	To participate in the Performance Development Review process, personal learning, team working and job enrichment to ensure agreed service priorities and targets are delivered.
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b> No. reporting - Direct: 0 Indirect: 0	
<b>4.</b>	<p><b>CREATIVITY &amp; INNOVATION</b></p> <p>The post holder is expected to adhere to agreed quality standards and policies, procedures and practices.</p> <p>The post holder is expected to use initiative to resolve any issues that arise on a day-to-day basis but may ask an appropriate colleague for support or advice if necessary.</p> <p>The post holder will be expected to contribute new ideas for things that might sell well within the café and promotions that might encourage people into the building</p>	
<b>5.</b>	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>▪ Able to work effectively as part of a team and understand the implications of teamwork</li> <li>▪ Able to build and maintain relationships with a range of people including customers and other colleagues</li> <li>▪ Daily contact with customers.</li> </ul>	

6.	<p><b>DECISIONS – discretion &amp; consequences</b></p> <ul style="list-style-type: none"> <li>▪ Day to day decisions relating to the quantity of food required. When to order new supplies and the quantities needed</li> </ul>
7.	<p><b>RESOURCES –equipment</b></p> <p>Be responsible for equipment in the kitchen area, that it is working safely and correctly.</p>
8.	<p><b>WORK ENVIRONMENT –</b></p> <p><b>Work Demands</b> The post holder will be expected to ensure that the café is open at the agreed times and that the area is always kept tidy and clean.</p> <p><b>Physical Demands</b> The nature of the work means that the post holder will be required to stand, walk, bend and lift when directly delivering services to customers. Height adjustable steps are provided for working areas</p> <p><b>Work Conditions</b> The post holder will be working in a kitchen operating equipment such as ovens, dishwashers, soup kettles, grills &amp; microwaves. If the post holder becomes aware of any issues that may occasionally arise, he/she is expected to discuss this with his/her line manager or other appropriate colleague.</p>

<p><b>9.</b></p>	<p><b>Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Basic Food Hygiene Certificate</li> <li>• A good general standard of education to Level 2 including literacy, numeracy and ICT</li> <li>▪ Food preparation and understanding of the principles of food hygiene</li> <li>▪ Previous experience of work within the catering industry is essential</li> <li>▪ An understanding of ordering of produce</li> <li>• An understanding of what it means to deliver and contribute to the development and promotion of quality customer focused services and the ability to demonstrate this on a daily basis</li> <li>▪ Ability to apply solution focused thinking by:- <ul style="list-style-type: none"> <li>○ using appropriate goal setting techniques</li> <li>○ possibility thinking</li> <li>○ prioritising</li> <li>○ planning time</li> <li>○ involving others</li> <li>○ taking personal responsibility</li> </ul> </li> <li>• Ability to adhere to agreed service standards, policies, procedures and practices.</li> <li>• Confidence in self and ability to present oneself positively to others.</li> <li>• Commitment to personal development and the development of others including customers.</li> <li>▪</li> </ul>
<p><b>10.</b></p>	<p><b>Position of Job in Organisation Structure</b></p>  <pre> graph TD     A[Café Manager] --- B[Explore Reading Cafe Chef]     B --- C[Cafe Assistant] </pre>