

Community Café Cook

Job Description – V2 January 2022

Job Title:	Community Café Cook	Reports to:	Volunteer Coordinator/Café Manager
Organisation	The Bridge Community Café. Holy Trinity Church of Scotland	Postholder	Tbc – post to be advertised
Location:	The Bridge Community Café, 2 Hailesland Place, Edinburgh EH14 2SL	Attendance	15 hours/week Core 15 hours 9.00am am to 2 pm Wed – Fri. (includes 30 mins meal break)
Salary:	£7,488 (£18,720 pro rata) Equiv of £624/month gross for 15 hours/week	Other Benefits:	Workplace pension

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PURPOSE OF JOB

The Cook's job is to work under the supervision of the Café Manager to prepare food on the day and in advance, to deliver the best possible quality of food and service to our customers.

ROLE AND RESPONSIBILITIES

The cook works alongside the café manager prepping and preparing the menu items for the day and also in advance for other days and for Food Bank. It is a role that can grow over time starting out simply and getting more advanced over time. The main duties are:

- Washes and peels ingredients in order for them to be used in different meals.
- Prepares different types of food from the menu, carefully following the recipes.
- Bakes cakes, muffins, scones etc. using provided recipes.
- Portions the food and prepares the dishes for plating.
- Packages take-away food for customers.
- Keeps track of ingredient quantities and ensures there are always enough for the day/week.
- Informs Café Manager when the ingredients stock is getting low or when the kitchen equipment does not work properly.
- Cleans and sanitises the working surfaces, equipment, utensils and working area.
- Carefully supervises and ensures recording of the food temperatures.
- Prepares, labels and stores meals for distribution at Food Bank.
- Runs the café in the absence of the Café Manager

QUALIFICATIONS AND SKILLS

- Desirable - previous catering or cooking experience
- Essential - Level 2 (Elementary) food hygiene certificate or other appropriate training
- Willingness to make use of training provided to develop cooking and food hygiene skills.

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PERSONAL ATTRIBUTES

- Enthusiastic about cooking and baking
- Efficient and well organised
- Works well in a team and is comfortable working in a busy kitchen environment, alongside volunteer helpers
- Customer Service values – always respecting even the most demanding customers
- You will be working with a largely Christian group of volunteers and should be supportive of the objectives of the Community Café – particularly Holy Trinity’s values of serving the community of Wester Hailes.
- A commitment to ongoing learning and personal development will be required.

Last Updated By:

Fiona Stirrat

Date:

January 7th 2022