

Kitchen & Café Assistant – Job Description

Job Purpose:

The kitchen & Cafe assistant role offers an exciting opportunity to serve your community via our wonderful T.A.N.G.O. Community Café. In this role you will assist the T.A.N.G.O. Café Team Leader and help to co-ordinate and manage the daily running of the community café, a place that offers affordable food, sanctuary and a friendly space.

Job Requirements and Benefits:

Role title	Kitchen & Café Assistant
Location	St Mark's Centre, Park Street, Haydock, WA11 0BG
Timings	15 Hours a week 3 x 5 hours shifts starting 09:30 – 14:30 Tuesday – Thursday flexibility Monday – Thursday is required for holiday cover
Contract	Permanent, with the provision of successfully completing a 6-month probationary period
Salary	Real Living Wage – currently £10.90 an hour, £8,502 per year
Holidays	The holiday allowance is 102 hours per annum (this is equal to 6.8 weeks per annum inclusive of bank holidays) (24 days, plus bank holidays, plus two extra days for Christmas, pro-rata for the hours worked)
Notice Period	4 weeks
DBS	Enhanced DBS Check Required
Location	St Mark's Church Centre

Other Benefits

The Employer will be responsible for normal deductions for PAYE/NI contributions. A pension scheme is available

Key Attributes

Essential

- A motivated, positive, and pro-active personality
- Food hygiene qualifications
- Being physically capable of the duties listed in the Responsibilities section, which will include some lifting
- The ability to work well under pressure
- A flexible attitude to meet the changing demands of the role
- Good communication skills
- Experience of cooking in a professional kitchen
- A full UK driving licence
- An organised character, with the ability to learn from others and have the confidence to lead and co-ordinate the team when needed
- A longing to serve, help and make a difference
- A team player who can see what needs to be done and has the initiative and tenacity to implement as appropriate
- To respect and support that we are a Christian organisation, with a heart for the community

Desirable

- Strong interpersonal skills with the ability to respond tactfully, diplomatically, and sensitively
- Understand the ministry and the importance of our outreach work that the café provides for
- A passionate disciple of Jesus
- A regular worshipping and active member of a Christian church for at least the last 3 years
- To currently be or become a weekly worshipping member of St Marks Church Haydock
- A digital native, readily using media and other methods to reach out to the community

Responsibilities

- 1) To assist with compliance of current legislation regarding the safe preparation and delivery of food
 - 2) Conforming with food hygiene standards and the safe preparation of food
 - Recording temperature checks
 - Food allergy procedures
 - 3) To assist with all aspects of operations within the T.A.N.G.O. Community Café including Kitchen, Front of House and the Outdoor Dog Friendly Café
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- 4) Engage with customers in a friendly manner taking their food orders
 - 5) Assist with menu planning, cooking and pricing of daily menus
 - 6) Assist with monitoring and maintaining required food stock levels including shopping and ordering
 - 7) General cleaning
 - 8) Detailed cleaning
 - 9) Assist with overseeing the supervision of staff and volunteers in the Catering Team
 - 10) Assist with supervising and training vulnerable adults
 - 11) Assist with organising staff levels / rota / cover for holidays
 - 12) Ensuring all team members use good working practices when in contact with children and vulnerable adults
 - 13) Ensuring the kitchen hygiene rules are observed and adhered to by all staff
 - 14) Ensuring the safe storage of perishable food stocks
 - 15) Upkeep of Food Standards Agency Documentation
 - 16) Ordering of cleaning equipment
 - 17) Problem Solving within the Kitchen environment
 - 18) Key holder, opening up / locking and securing the building
 - 19) Cashing up the till and bringing the takings to the safe
 - 20) Engaging with the customers and centre users, groups and group leaders
 - 21) Assist Café Team Leader at regular team meetings
 - 22) To assist the with hosting, planning and organising of special events with the catering team e.g Christmas dinners / party
 - 23) To attend T.A.N.G.O. core staff meetings bi-monthly
 - 24) To identify any development opportunities and report them to the T.A.N.G.O Café Team Leader
 - 25) To identify any Food Hygiene or Health and Safety risks and report them to the T.A.N.G.O. Café Team Leader
 - 26) Attend any identified Training Courses relevant to the post.
 - 27) Attend the daily ¼ 2 TANGO prayer meeting
 - 28) Any other duties that fall within the remit of the post
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