

MK SNAP Cafe Coordinator Post Job Description and Person Specification

Position Details

Position: Cafe Coordinator	Department: Enterprise	Reporting to: Head of Enterprise
Salary: Full time Equivalent: £24,050.52 Actual Salary: £13,064.48	Contract: 1 year contract	Hours per week: 22 hours per week Monday -Thursday

Overall Objective:

To lead in the planning, provision, development and delivery of catering and cafe sessions to enable our learners who have a range of learning disabilities. The post holder will be responsible for enhancing our catering provision, including the development of the MK SNAP Café, which serves the public. Adherence to food safety regulations and delivering outstanding service are also key objectives for this role.

Job Description	Person Specification
<p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> • To efficiently and effectively run the kitchen at MK SNAP ensuring compliance with appropriate Health and Safety and Food Safety measures, policies and procedures. • To ensure catering/café sessions are planned and run smoothly, meeting the needs of our learners. Including creating appropriate menus and materials to help promote the café. • Deliver catering/cafe sessions to teach the learners transferable skills. • Oversee opening and closing procedures and ensure all relevant health and safety documents are all completed and up to date. • To be responsible for ordering all food supplies and sundries and be responsible for stock control. • Cash handling, float management and till reconciliation daily. Implementing till and pricing updates. • Monitor the quality of food and drinks served in the café to uphold high standards. • Liaise with our marketing lead to help promote café/catering events. • Maintain a professional, polite, and well-presented demeanour while providing excellent customer care. 	<p><u>Essential</u></p> <ul style="list-style-type: none"> • A strong understanding and passion for working in a catering/café setting. • Strong levels of personal integrity and commitment to safeguarding. • Excellent communication skills. • Ability to oversee, encourage and motivate staff and learners to follow health and safety procedures in the kitchen. • Good IT Skills • Willingness to complete Level 3 in Food Hygiene and Safety in Catering Certificate. • Ability to co-ordinate and prioritise workload. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience in leading a team • Qualification in a relevant subject including health & hygiene • Experience of mentoring, supporting and encouraging adults with learning disabilities • Experience of catering or home economics, hospitality in a commercial, community or educational setting • Experience of working in various environments including schools, club and community settings. • Ability to inspire, motivate and encourage individuals with a range of complex needs through positive engagement.

<ul style="list-style-type: none"> • To comply with all MK SNAP policies and procedures. • Attend any training courses/events as deemed necessary. • Preparing learners to undertake training and development, which may include food hygiene and/or safety in the work place certificates. • To be creative in planning and delivering future external catering opportunities. • Maintain the cleanliness and functionality of the kitchen to meet environmental health inspection standards. • Support and attend any events as required by SMT, which may include the occasional evenings and weekends. • To raise aspirations, inspire and continually improve outcomes and quality in delivery. • To participate in team and performance review meetings. • To develop, protect and enhance the MK SNAP brand. • To deputise where required and act as an outstanding ambassador for the organisation. • To carry out any other duties as required which are commensurate with the level of the post. 	<ul style="list-style-type: none"> • A teaching qualification (PGCE/Cert Ed or equivalent) or introductory qualification in teaching and learning with adults and willing to continue working towards a full qualification. • First Aid certification. • Interest in all aspects of working in a community or charitable setting. <p>This Role Requires an enhanced DBS</p>
<p>Reference: Cafe Coordinator</p>	<p>Closing Date: 31st August 2023 Interview Date: week beginning 4th September</p>