**Job Description**

Job Title: **EVI Community Café Cook/Trainer**

Hours and location: 2 x PT positions  21 hours or 14 hours

per week at Ebbw Vale Institute

Salary Scale: £21,358 to 23,471 pro rata, depending upon experience

which equates to £11.74 to £12.90 p/h

Holidays: 23 days plus public holidays pro rata

Probationary period: 6 months

Length of Contract: 1 year contract (*working towards a permanent position)*

Responsible to: EVI Centre Manager

EVI Mission: To work with local communities and beyond to create a centre of excellence to be proud of in which people can participate in, learn, create and be entertained, in keeping with the original ethos of the Ebbw Vale Institute.

ProMo-Cymru Vision: Working to ensure young people and communities are informed, engaged, connected and heard.

1849 Café Vision: To work with the EVI Team and community volunteers to develop a successful social enterprise café, preparing and serving delicious, healthy food for the community of Ebbw Vale and Blaenau Gwent.

**MAIN PURPOSE OF POST**

* To develop and oversee the smooth running of the EVI Community Café, using it as a key tool to engage with the local community..
* Take a lead role in developing a range of systems and procedures to support the running of the kitchen in line with environmental health and health and safety regulations and maintain records. (HACCP)
* To maintain high quality food preparation
* To maintain Kitchen cleanliness including serving area in accordance with cleaning rotas .
* Assisting with the compilation of various menus
* To support and promote meals using Fare Share ingredients allowing clients to enjoy sharing a meal and feel part of the community.
* Be responsible for the in-house training of café staff and volunteers.
* Dealing with suppliers, checking quality of food supplies and rotating food stocks.
* To ensure that the standards of presentation and good customer service in the café is maintained.
* To set up the cash register for daily operation, and reconcile at the end of the day
* Ensure that the café meets legislative directives and regulations for the sale and distribution of food, complying with health and safety practice.
* To have a particular responsibility for service to people with special dietary needs and disabled users, ensuring that their needs are met where practicable
* To have a commitment to EVI’s Equal Opportunities policy and share in its active promotion
* To undertake any other duties, reports, etc relevant to the post and requested by senior staff
* To attend any training sessions as required by EVI

**PERSON SPECIFICATION AND EXPERIENCE:**

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| --- | --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** | **How Identified/**  **Assessed** |
| Education/  Qualifications: | Recognised qualification  Basic food hygiene Level 2    NVQ level 2 or equivalent |  | Application form |
| Experience: | At least 2 years experience of running a café or similar catering establishment    Experience of managing volunteers in a café setting    Knowledge of Health and Safety issues    To maintain systems and procedures that support the running of the cafe in line with Environmental Health and Health and Safety regulations (HACCP)    A proven track record of excellent community engagement | Experience of working using Food Share ingredients | Application form & interview |
| Skills/Knowledge: | Excellent customer service skills    Confident and able to work on own initiative as well as part of a team    Able to prioritise workload and demands    Able to set up and maintain operating systems and adhere to existing ones where appropriate    Able to work flexible hours as centre requires | Knowledge of statutory/voluntary sector in Wales | Application form & interview |
| Personal Attributes: | Excellent verbal and written communication & interpersonal skills    Enthusiastic    Independent worker    Excellent time-management    Flexible and adaptable    Passionate to provide healthy food |  | Interview |
| Other requirements: | Driving license with own transport.    Able to attend the centre at short notice    Consent to a disclosure under the Children’s Act | Welsh speaker | Application form & interview |