**Job Description**

**Million Pavilion Catering worker**

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| Responsible to |  |
| Salary | Real Living Wage £12.00 |
| Hours per week | 20 |
| Annual Leave per annum | 25 (rising to 30 days after 5 years) Pro rata |
| Main base | Million Pavilion |
| Contract | 1 Year Fixed Term with a view to possible extension |
| Level of DBS check | Enhanced |

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| Main aims of the post |
| Kirkholt Million is part of Big Local, which is a National Lottery funded programme, managed by  Local Trust see: <https://localtrust.org.uk/big-local/about-big-local/>.  Working as part of the Million Pavilion, you will support the day to day running, of the café based in the Million Pavilion, preparing, and serving well-priced meals, snacks, and drinks to be sold in our café.  Many people who will use this space will be experiencing financial or emotional distress. The post holder will create a supportive and inclusive space for all to socialise together. There will be a lounge area to relax, get a book, play games, stay warm and save on heating bills. This will be an access point for the Kirkholt community to learn about additional services and activities available. |

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| Main duties of the post |
| 1. The smooth day-to-day running of the café 2. Provide a warm and welcoming environment which is trauma informed. 3. Menu development and food preparation for the café 4. Ensure the food is of a high standard and reflects the diversity of the community. 5. Work closely with the Kirkholt Community Organiser and the Partnership to mobilise the café and long-term plan and sustainability. 6. Ensure there is adequate stock to fulfil requirements. 7. Support of volunteers 8. Regularly gather customer feedback to ensure the café is meeting the users' needs. 9. To be responsible for all food safety requirements and record keeping and to keep up to date with current legislation. 10. Promotion through social media 11. Offer excellent customer service. 12. To undertake any necessary training required for the post 13. Any other reasonable duties required for the post |

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| General work-related expectations |
| 1. To work within the Big Life group’s values ethos and vision |
| 1. To contribute to the development of the Big Life group and the Kirkholt Million Partnership. |
| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding |
| 1. To commit to own personal development and attend training or development activities as required |
| 1. To work in accordance with all relevant legislation |
| 1. To undergo regular supervision and at least an annual appraisal |
| 1. To undertake any other duties as required, and as appropriate to the post |
| 1. To work flexibility over 5 days with weekends as required |
| 1. To build networks and relationships with local groups and charities |

**Person Specification**

**Million Pavilion Catering Worker**

The successful candidate must be able to demonstrate that they meet all the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of working with people facing a range of barriers and social issues | A/I |
| 1. Experience of working in a catering operation, including forward planning, food safety and working with a range of suppliers | A/I |
| 1. Experience of working as a cook in a busy catering environment | A |
| 1. Experience of working with volunteers | A/I |
| 1. Experience of working with a range of agencies and organisations to develop effective working relationships | A/I |
| 1. Experience working with people with multiple needs (desirable) | A/I |
| 1. Experience of working in a person-centred way with individuals | A/I |
| **2.Skills** |  |
| 1. Ability to plan and cook a variety of foods, including baked goods | A |
| 1. Ability to prioritise competing demands | A/I |
| 1. Good IT skills and the ability to produce reports when required | A/T |
| 1. Ability to communicate and relate well with colleagues, customers, and external organisations | I |
| 1. Lead on raising the café profile through social media, networking, and development of leaflets | A/I |
| **3.Knowledge** |  |
| 1. Knowledge of Kirkholt and the community |  |
| 1. Knowledge and understanding of the difficulties faced by people who experience multiple needs. | A/I |
| 1. Knowledge and understanding of the issues faced with people who are experiencing food and financial difficulties | A/I |
| **4. Education** |  |
| 1. Catering qualification or equivalent experience | A/I |
| 1. General level of education that would enable you to undertake the duties required for this post | A |
| 1. Food safety minimum level 2 or willingness to work towards this qualification. | A |
| **5. Personal** |  |
| 1. Positive outlook and a ‘can do’ attitude | I/T |
| 1. Personal resilience and flexible attitude in the face of difficulties | I/T |
| 1. Commitment to working towards the Big Life group’s ethos and values, including having a non-judgemental approach | A/I |
| 1. Commitment to personal development | A/I |
| This role may include evenings and weekend work | E |
| Driver's licence | D |
| DBS checked |  |