

Stepping Stones NI

39 Seymour Street, Lisburn, BT27 4SY

JOB DESCRIPTION

Post: Skills Support Worker (Catering) Courtyard Café, Lisburn

Date: April 2018

1. JOB DETAILS

a. Responsible to: Café Manager

b. Responsible for: Self

c. Working hours: 35 hours per week (9am – 4pm)

d. Salary: £19,124.56 per annum (pro rata)

2. JOB SUMMARY

Responsible for assisting in running the kitchen in the Courtyard Café Lisburn and deputising in a chef role when the Café Manager is on leave. Daily duties will include assisting with food/meal preparation, sandwich making, cleaning the kitchen, ensuring food is cooked and served according to high quality standards. Assist with washing dishes when required, support the Café Manager in all aspects of the kitchen work. Responsible for following all quality standards and legal requirements in respect of customer service, hygiene and health and safety and environmental health. As part of a small team the post holder may be required to assist front of house when the café is busy, operate the till, liaise with suppliers and take deliveries. The post holder, as part of the café team will support/coach people with learning disabilities learning difficulties to learn and develop cooking and serving skills and support those undertaking accredited NVQ Level 1 and Level 2 training.

3. KEY TASKS

1. To provide a high level of food preparation service. Washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare main courses, sandwiches, salads and desserts. Preparation of set meals for group bookings.
2. Ensure food is prepared and cooked in accordance with requirements provided. Ensure all food ingredients are within use by date and used to ensure maximising profit. Follow portion control measure and minimise wastage.
3. Barista – prepare speciality coffees
4. Ensure adequate and professional display of all food items served, ensure a clean and professional working environment in order to meet the customer needs
5. Keep up to date with all food items served in the Café, allergens and ingredients
6. Assist in stock taking and storage of stock, re-stock fridges including checking deliveries if required.
7. To ensure all kitchen surfaces and are cleaned at all times, and all equipment (cooker, dishwasher, etc.) is cleaned and maintained regularly. Washing utensils and dishes and making sure they are stored appropriately.
8. Clean and maintain all equipment in accordance to company procedures, use appropriate cleaning substances and log any faults immediately with the manager. Ensure equipment is maintained appropriately and all items in the café are kept in good condition. Record any wastage or broken items in the wastage book.

9. To be responsible that standards of hygiene are maintained in food practices in accordance with health and safety standards, in line with environmental health recommended guidelines.
10. Work with the rest of the team to maintain an environment suitable for learning, encouraging and supporting the trainees to gain appropriate employment and social skills and provide them with opportunities to develop their confidence.
11. Support the trainees to complete various jobs in the kitchen, by providing them with adequate support in accordance to their learning needs.
12. Responsible for communicating and liaising closely with all the departments and colleagues.
13. To work as part of a team and have a flexible attitude to work in a customer focused environment.
14. Work towards the implementation of the Stepping Stones Strategy, quality standards and targets
15. To ensure all Company policies and procedures are adhered to
16. To be flexible and undertake any other duties deemed appropriate to the post and provide cover for staff team when required.
4. Health & Safety
Ensure that all duties are carried out to comply with: a. The Health and Safety at Work (N.I.) Order 1978; b. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements; c. Agreed Codes of Practice; including the COSHH Regulations and Safe Working Practices manuals; d. Any other statutory regulations which may apply.
Ensure that all equipment issued is maintained in an appropriate and safe manner, with any defects being reported immediately.
Co-operate with staff and Management to maintain our Health and Safety policy i.e. monitoring accident books, liaising with insurance companies and relevant paperwork.
Undertake Health and Safety and Environmental training as identified by Stepping Stones.
5. General
All staff must ensure that customer focus is maintained at all times in order to achieve customer satisfaction.
All staff are to contribute to the continual improvement of the Quality Management System through adhering to the documented procedures and processes, and identifying improvements where possible.
To attend any meetings as and when required.
Ensure compliance in all activities in accordance with the Company's Equal Opportunities Policy.
Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation and the Company's Policies and Procedures.
To communicate effectively with parents, carers social workers, customers and all stakeholders of Stepping Stones in a professional manner.
To ensure that communication both verbal and written is clear, relevant, and free from errors both during internal and external training and when communicating with stakeholders