



Jobs with Purpose

Job title	Food & Beverage Team Member
Candidate Brief	<p>Loaf Catering is a social enterprise delivering outside catering for events across Greater Belfast. Our flagship building Loaf Café on the Grosvenor Road is home to our food preparation and production unit for all outside catering and supply to our other sites; The Bobbin Café in Belfast City Hall and Loaf Pottery in Crawfordsburn,. All our profits support people with learning difficulties and autism into jobs with a future.</p> <p>As a Food & Beverage Team Member you will assist with the preparation of food in Loaf Café Bakery or the Bobbin Cafe and work with the team to produce an exciting brand which promotes healthy eating while creating training and employment opportunities for local people with learning difficulties.</p>
Location	Bobbin Café, Belfast City Hall, Donegall Square North, Belfast, BT1 5GS
Reports to	Food & Beverage Manager
Hourly rate:	£12.21 per hour

Mission

Supporting people with learning difficulties and autism into jobs with a future.

Vision

A society where people with learning difficulties live, work and socialize as valued citizens.



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Main Responsibilities

1. Inspire and support NOW Group catering students through provision of training and assessment opportunities in conjunction with training staff.
2. Deliver food and drink to our visitors, to the Loaf standard
3. Prepare food to the standard required by Loaf
4. Cleaning of the kitchen, it's surrounds and equipment to a high standard.
5. Adhere to existing work practices, methods and procedures.
6. Undertake relevant training and development activities and respond positively to new and alternative systems.
7. Maintain confidentiality and observe data protection and associated guidelines, where appropriate.
8. Provide high levels of customer service to café and function catering customers.
9. Ensure security and safety of staff, participants, premises, stock and cash at all times.
10. To follow Health and Safety Regulations including Fire, Hygiene H.A.C.C.P and C.O.S.S.H.
11. Carry out any other reasonable duties within the overall job function.

This job description is not definitive and may be subjective to review as the duties and the responsibilities determine.

Personnel Specification

Essential

1. Ability to work under pressure
2. A can-do attitude.
3. Ability to work evening/weekends as & when required.
4. Previous experience (paid or voluntary) of working in a busy catering environment.

Desirable

1. Barista trained.
2. Essential Food Hygiene Certificate
3. Experience of keeping records
4. Knowledge and understanding of the needs of disabled people and a commitment to the equal rights.
5. Experience of dealing with customers.



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NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](https://nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.

Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues. **Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.**