



Upper Room Kitchen Cook Job Description and Person Specification



Job Brief

The Upper Room Café is located within St. Mary's Church Upper Room in Cheadle village. The café exists to be a bridge between the church and local community, providing a welcoming, safe space and excellent service for our customers. We are open Monday–Saturday 10am-3pm. The café also caters for church and community meetings and events.

This is an exciting opportunity to join our team. The successful candidate will be working alongside our café shift supervisors whose job it is to manage the café on a day-to-day basis. An important part of the role is to develop and increase the ministry of the Upper Room Café and kitchen in the wider context of hospitality within our church life and community. The successful candidate will be responsible for managing the kitchen; providing food for the café and events; working with volunteers; and maintaining excellent standards of hygiene. This role would suit someone who enjoys cooking, menu planning, and working as part of a team. The successful candidate will need to be supportive of the teaching and ethos of Cheadle Parish PCC.

Reports to: Café Manager

Responsible for: Supervising the daily operation of the kitchen and kitchen volunteers

Salary: £11,362 per annum

Hours: 23 hours per week (to be worked on a shift basis Mon-Sat. Regular shifts will not be longer than 6 hours and will be between the hours of 9am-4pm)

Contract: Permanent

Key relationships: Internal: Café Manager, Café Supervisors, Café Volunteers, Clergy, church office
External: Café Suppliers, community links

How to apply

To apply, please send your CV and a covering letter that outlines your experience against the job description and person specification to churchoffice@cheadle.org.uk or post to Cafe Recruitment, The Upper Room, 11 Wilmslow Road, Cheadle, SK8 1DW.

The closing date is 9am Monday 10th January with interviews to be held later in the month. The interview process will involve a practical component.

Please ensure your CV includes the contact details of two referees willing to provide personal and work references. For further information regarding the role or application process, please contact Café Manager Susannah Overson on 07821 044 594 or Jon Drayton on 0161 428 8050.

Main Duties and Responsibilities

You will be expected to:

- Work within the safe methods of 'Safer Food Better Business' food management system to ensure that food safety standards are maintained and hygiene regulations are observed at all times.
- Prepare ingredients and cook food items for lunch menu. Portion, arrange and garnish food ready for service (this may be carried out with assistance from the shift supervisor/volunteers).
- Work with the Café Manager to plan and provide catering for meetings and events.
- Produce baked goods, including cakes and scones, to serve in the café and other church or community events.
- Prepare ingredients and cook additional food items and baked goods to be frozen or stored for a later date.
- Make adjustments to food items to accommodate customers with allergies or specific dietary requirements.
- Be responsible for food ordering and reviewing/maintaining stock control.
- Assist with training volunteers and ensure that they have a good understanding of the kitchen's working practices.
- Work with the Café Manager to regularly review and maintain menus to provide choice and take customer recommendations into account.
- Assist with other duties as required by the Café Manager.

Skills and Experience

- City & Guilds 706/1 or 706/2 Cookery Certificate or equivalent or willing to work towards a qualification
- Food Safety Level 2 (at least)
- Previous experience working in food preparation or as a cook and ability to follow instructions in cooking and produce food to a high standard
- Good communication skills
- Have a flexible approach and ability to adapt to different menus and cooking skills
- Ability to prioritise tasks, with good time management and organisational skills
- Working with volunteers and the ability to work within a team