



Upper Room Café Cook Job Description and Person Specification



The Upper Room Cafe is located within St. Mary's Church Upper Room building off Massie Street carpark 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 all of our customers. We are currently open Monday – Saturday 10am-3pm. We hope to increase our opening times in the future. The café also caters for church and community meetings and events.

This is an exciting opportunity to join our team. Your role will be to manage the kitchen and develop its role in the church, provide food for the café and other events requiring food or refreshments. You 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.

Reports to: Café Manager

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

Salary: £11,840-£12,163 per annum

Hours: 23 hours per week (worked over five 4.5 hour shifts Monday-Saturday)

Contract: Permanent

Key relationships: Internal: Café Manager, Café Supervisors, Café Volunteers, Ministers, 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 Friday 10th June with interviews likely to be held the following week. The interview process will involve a practical component.

Please ensure your CV includes the contact details of two referees willing to provide a personal reference and a work reference. For further information regarding the role or application process, please contact the 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. This includes responsibility for cleaning of work station at the start and end of shift.
- 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.
- 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, work well in a team and have good time management and organisational skills.