



<b>Job Description</b>	<b>Futures Cafe Cook (Part time)</b>
<b>Hours</b>	20 hours per week including some weekends
<b>Salary</b>	£11,032.20 (£19,260 FTE)
<b>Main Purpose:</b>	Responsible for the preparation, cooking and service of food to agreed standards and specification, planning healthy menu's, you will ensure that efficient and economic use is made of all resources, including stock, team members and company assets.
<b>Responsible to:</b>	Fun Factory Halls and Cafe Manager
<b>Key Relationships:</b>	Marsh Farm Futures (MFF) Staff, Tenants, Fun Factory guests and general visitors to Futures House
<b>Location:</b>	Futures House, The Moakes, Marsh Farm, Luton

#### **Summary of main responsibilities**

- Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by the Environmental Health Agency.
- To conform to Marsh Farm Futures' Food Hygiene procedures.
- Ensure all equipment used is well maintained, in good working order and to log any defects and report to the Manager.
- To order stock, prepare and present well-balanced meals and beverages to the highest quality incorporating, cultural and dietary needs as required.
- Work closely with Fun Factory Halls and Cafe Manager to plan menus that reflect choice and preferences and aligns to the agreed catering budget.

- Maintain relationships with vendors and work closely with the Fun Factory and Halls Manager to order food supplies, create new menus, and set business goals to make the café successful.
- Purchase supplies in accordance with the planned menu, whilst monitoring and controlling the service from suppliers.
- Maintain and check First Aid equipment within the Kitchen.
- Maintain an accurate stock control.
- Carry out good food management, temperature controls and HACCP documentation according to current Food Hygiene regulations.
- Ensure all deliveries are received correctly and logged in stock system and segregation of duties is maintained.
- Monitor sales and stocks on an ongoing basis to ensure value for money and ensuring Futures Cafe and Fun Factory stock deliveries are recorded.
- Ensure staff achieve and maintain a food hygiene rating of five, ensuring quality standards are met and equipment used is safe and maintained to the required standard with all safety checks recorded.
- With the Fun Factory Halls and Cafe Manager and Deputy Manager, maintain effective and sufficient stock control, storage, and rotation to minimise waste.
- Promote and practise relevant health and safety and fire safety standards in line with MFF and other statutory regulators for the Cafe.
- Deliver a professional and friendly service at all times.
- Maintain effective internal coordination and cooperation within Futures Cafe, the Fun Factory and MFF team.

This list is not exhaustive, and you may be required to carry out any other reasonable duties.



**Person Specification**

This acts as selection criteria and gives an outline of the type of person and characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates.

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

Essential/ Desirable	Criteria
E	Excellent working knowledge of food hygiene
E	Able to develop and maintain effective professional relationships and partnership working arrangements
E	Minimum Food safety certificate L2
E	Two to three years' work experience in a similar role
E	Some experience of managing or supervising staff and volunteers
E	Excellent and imaginative cook, able to cook a variety of café foods including drinks snacks and main meals for both adults and children including healthy options for meat eaters, vegetarians and vegans.

**Personal Attributes**

E	Confident and flexible
E	Able to work in a team

**Other Requirements**

E	Commitment to implementing Equal Opportunities and the ability to integrate these into business planning, strategies and service delivery
E	Understanding of confidentiality