

**JOB TITLE: Cafe Supervisor –
Think Food Social Enterprise**



1. **Hours:** 37.5 hrs a week (Monday to Friday, 8.00am - 4.00pm) full time, permanent
2. **Salary:** £22,308 pa
3. **Responsible to:** Think Food Social Enterprise Manager

4. Organisational Background and Information

Think Food is one of a family of social enterprises developed by Milton Keynes Christian Foundation, a local charity growing people and communities through social enterprise. The enterprises work to change the world by reducing and utilising waste, growing and cooking healthy food, creating community spaces and supporting families to play and grow together. Our enterprise teams are all supported by young people and volunteers outside education and employment looking for a new way to learn and develop.

Think Food is a social enterprise providing wholesome, healthy and locally sourced and produced food that provides training opportunities for young people. Our food is delivered through our café and outside catering service.

5. Purpose

The purpose of this post is to work with and train young people on our pre-apprenticeship programme to engage with the Think Food Social Enterprise to:

- Prepare, cook and serve healthy, fresh, seasonal, locally sourced and fairly traded food and drinks for our cafe, buffet and take-away services.
- Engage young trainees in the work of the enterprise

6. Key Targets

Enterprise success	Achieving income and expenditure targets, embodiment of values, health and safety, customer satisfaction
Trainee success	Engagement of young people, qualification achievement, positive progression

7. Main Responsibilities

a) Preparing food to order for Think Food cafés and Buffet Service

- Prepare, cook and present food in accordance with agreed recipes and presentation guidelines maximising the use of healthy, fresh, seasonal, locally sourced and fairly traded food
- Serve customers at our café, providing excellent customer service
- Achieve required timing deadlines
- Maintain the highest standards of food hygiene and kitchen cleanliness
- Clear, clean and wash-up as required
- Manage stock levels and order food as necessary
- Manage card and takings

b) Support the engagement of trainees and volunteers in the catering enterprise

- Work alongside trainees in all activities
- Support the learning of basic kitchen skills

- Support the development of good customer services
- c) Maintain administrative systems as required**
- Complete daily takings information
 - Provide evidence to support trainee accreditation of skills learnt
 - Support trainees to complete performance paperwork
 - Provide information as necessary on the progress and attendance of trainees

8. General Responsibilities

- Attend staff meetings as required.
- Ensure the Health and Safety and Safeguarding of all clients under responsibility
- Maintain positive, professional relationships with all staff
- Promote equality of opportunity
- Promote embedded and relevant trainee learning, including maths and English
- Commitment to environmental issues and reducing waste
- Encourage good relations with the local community
- Effectively represent and promote the Foundation, its vision, values and personality
- Take appropriate responsibility for discipline
- Maintain professional standards of conduct and confidentiality at all times
- Be proactive in identifying opportunities for extending our work
- Such other tasks as may from time-to-time be requested by the Director or Executive team

9. Person Specification

• Experience and/or a qualification in catering	E
• Excellent cooking/catering skills	E
• A commitment to healthy eating and use of seasonal, local produce	E
• An ability to work with young people and support them to achieve their potential	E
• Excellent customer service skills	E
• A food hygiene qualification	D
• Creative and good at problem solving	E
• Strong team work skills	E
• An ability to work under pressure and to deadlines	E
• Good maths and English skills	E
• Ability to drive and access to a car	D

This post requires an enhanced DBS check