

Llantarnam Grange Arts Centre

Job Description

Job Title: Assistant Café Manager

Pay and Conditions:

Hours: 26 hours per week (4 days of 6.5 hours)
Days: To be discussed but would include most Saturdays
Salary Scale: National Living Wage
Holidays: 30 days per year, including statutory holidays (pro rata)
Other Benefits: Company Sick Pay and Staff discount on selected items
Terms: Fixed Term 6 months (with possibility of role extending)

Responsible to: Cafe Manager (line manager)

Responsible for: Café Assistant(s) when the Café Manager (CM) is not present.

Background:

Llanarnam Grange Arts Centre (LGAC) is situated in the centre of Cwmbran and includes a gallery, craftshop, workshop rooms and a café. LGAC is a charity run by a Board of Trustees and the cafe is an integral part of the organisation providing a unique atmosphere for visitors to the centre. In addition to the day to day running the café also provides catering for events held at the centre for instance buffets, afternoon teas and children's parties which are always booked in advance. The Oriel Cafe has a small kitchen/preparation area, 20 covers and serves a 'home cooked' style menu which is predominately vegetarian. In addition to the Café Manager and Assistant Café Manager we also employ approx 4 part time casual café staff. The centre is open Monday to Saturday 9.30am-5.00pm, the café is open 9.30am – 4.00pm.

Role:

This role is suitable for a creative person with a passion for cooking and working with the public. The successful applicant must have experience of working in catering/cafes etc. Each day there is two staff on site, one based in the kitchen and one front of house. During very busy periods or when there are events booked there may be a third member of staff. This role will usually be based front of house but some shifts will be kitchen based. The Assistant Café Manager will provide support for the Café Manager and deputise in their absence (please note the Café Manager is not on site at all times). The role is a fixed term contract with a possibility of it extending. LGAC is currently conducting a café review and the successful applicant will have an opportunity to have an input in the future direction of the café and the café's role within LGAC.

Key Responsibilities:

- 1 Food Preparation/Produce Meals - to assist in preparation of food, make soups, quiches, cakes etc as per the menu and as instructed by the CM
- 2 Adhere to Food Hygiene and Health & Safety Regulations & document these - assist in ensuring a high level of health and safety, cleanliness, food hygiene and allergy awareness and to ensure that safe working practices are followed. To report any problems to the CM or LGAC senior staff

- 3 Cleaning – wash/dry/store equipment. Clean kitchen area (floors, cookers, walls etc) and undertake general kitchen and dining room duties (eg. clearing away of equipment and tables). Ensure cleaning check list are followed and filled in
- 4 Setting up tables and chairs (including outside) in morning and clearing in afternoon. Setting up any other equipment/furniture as instructed.
- 5 Stock control – Assisting CM to ensure correct and adequate stock is ordered/bought. Assist in checking/storing deliveries. Shopping for café as required by the CM. Stock rotation – ensure all staff mark correct dates on products and check dates daily and use/dispose as necessary, restock fridges, counter as required
- 6 Run front of house - serve customers, cash handling, being responsible for the contents and use of the till during your shift, cashing up at end of the day, waiting on tables and following instructions from CM. Deal with enquiries in person and over the phone
- 7 Produce Afternoon Teas, Buffets, children’s party food as required (booked in advance) following instructions from the CM
- 8 Work as part of a team to promote the general well-being of visitors and to work with the CM to meet quality assurance standards
- 9 Adhere to all LGAC policies contained in The Staff Handbook (digital copy provided)
- 10 To carry out any other reasonable duties within the overall function of the role in the allocated time given

Person Specification:

Experience (Essential)

- Experience of working in a kitchen/cafe setting (essential)

Education and Qualifications (Desirable)

- A proven ability in communication and numeracy skills
- Training in food hygiene

Skills & Abilities (Desirable)

- Must be able to work in a professional manner at all times
- Must be able to work as part of a team and accept instruction/guidance
- Must have good customer service/people skills
- Must have good organisational skills and ability to prioritise and work effectively within a pressurised environment,
- To actively promote the good image of Llantarnam Grange Arts Centre through the provision of high quality food and a friendly courteous service
- You must have the knowledge of how to safely prepare food and maintain compliance to policy and procedures
- To be responsible for the safe operation of catering equipment
- Ability to set and maintain high standards of cleanliness and hygiene

Personal Attributes (Essential)

- Passionate about food and cooking
- Flexible approach to work - be prepared to work alternative or additional hours where required. This post will require working Saturdays

Commitment to Equal Opportunities

- Adhere to Llantarnam Grange Arts Centre's policies and procedures at all times
- A non-judgmental attitude and a commitment to ensure that all activities operate in accordance with Equal Opportunities