



# Assistant Catering Manager

<b>Job Title:</b>	Assistant Catering Manager
<b>Location:</b>	The Cellar Trust, Farfield Road, Shipley BD18 4PQ
<b>Responsible to:</b>	Director of Operations
<b>Hours of work:</b>	9.30am – 2.30pm weekdays only. The role requires a minimum of 3 working days, maximum 5
<b>Salary:</b>	£19,635 - £21,035 FTE per annum (actual salary £13,090 - £14,023 per annum) - based on 25 hours per week
<b>Contract:</b>	Permanent
<b>Holiday allowance:</b>	25 days per year plus bank holidays, pro-rata
<b>Informal enquiries:</b>	Melissa Roberts (Office and Premises Lead) on 01274 586 474 or <a href="mailto:melissa.roberts@thecellartrust.org">melissa.roberts@thecellartrust.org</a>
<b>Applications to:</b>	<a href="mailto:recruitment@thecellartrust.org">recruitment@thecellartrust.org</a>
<b>Closing Date:</b>	12 noon Friday 24 December 2021

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

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## **General**

There aren't many people who can say that their job changes and saves lives. At The Cellar Trust we can. We are a local mental health charity based in Shipley and have been supporting people from Bradford, Airedale, Wharfedale and Craven for over 30 years. We deliver lots of brilliant services, to give people a helping hand with their mental health, but whatever your role is within the organisation you will have the chance to make your mark and see the impact of the work you are doing.

We have a busy community café which supplies fresh cooked lunches, cakes and snacks to staff and customers from the local community. The café is open Monday to Friday 10am to 2pm. The café also supports our clients by offering them volunteer work placements, focussing on customer service, cash handling and basic food and drink preparation.

The Cellar Trust believes in equity and we celebrate diversity. We are an inclusive workplace, where everyone is welcome and supported to be themselves. We are a Disability Confident employer and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

To apply for this post please submit your CV with a covering letter stating how you meet the person specification to [recruitment@thecellartrust.org](mailto:recruitment@thecellartrust.org). If you would like a copy of any of the recruitment documents in another format, such as a paper copy, please email [recruitment@thecellartrust.org](mailto:recruitment@thecellartrust.org).

## **The Role**

We are looking for an Assistant Catering Manager with experience of food preparation in a commercial kitchen. You will work with the Catering Manager to ensure all aspects of the café run smoothly, including the supervision of café staff and volunteers. You will have excellent customer service skills, be great with people and enjoy working alongside our staff and volunteers. Experience of operating a barista coffee machine would be beneficial but not essential. As a values driven mental health charity, we are also looking for someone who is passionate about mental health and making a difference.

We will require the successful candidate to undertake an online food hygiene course and an enhanced Disclosure and Barring Service (DBS) check.

### **What you will be doing**

- Preparing and overseeing the preparation of food and drinks in line with the current menu.
- Supervising volunteers and staff working in the kitchen, providing support as needed.
- Ensuring staff and volunteers work in line with health and safety requirements (Level 2 Food Hygiene will be provided).
- Providing a high level of customer service at all times.
- Following existing procedures to ensure all food items are kept in appropriate conditions and that all food safety checks are met
- Carrying out daily checks on catering equipment and keeping records in line with current procedures.
- Ensuring food is prepared and served in a timely manner.
- Ensuring the till is reconciled on a daily basis.
- Maintaining high standards of cleanliness and hygiene by following the cleaning schedule.
- Undertaking all mandatory training.
- Taking on other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.
- Working within all Cellar Trust policies and procedures.

### **What you will get**

- The chance to work for a dynamic, friendly and supportive charity.
- The chance to develop your skills and experience in catering within a rewarding and fulfilling environment.
- Training and development opportunities.
- Access to our free employee assistance programme offering a range of support including a free 24hr advice helpline and counselling support when needed.
- The option for flexible working if suited to the role – have a chat with us about your circumstances and we will see if we can accommodate your requests.

## Person specification

Please ensure that all of the criteria below are addressed in your CV and cover letter.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	Basic numeracy and literacy skills	GCSE Level 4 or above for Maths and English
		Food hygiene certificate
		Catering qualification
<b>SKILLS &amp; EXPERIENCE</b>	Experience of working in a busy catering environment	Barista experience / training Experience of carrying out food hygiene and equipment checks in a catering setting
	Excellent customer service skills	Experience of working with vulnerable adults and/or people with mental health issues
	Experience of using catering equipment	
	Experience of supervising others	
<b>KNOWLEDGE</b>	Understanding of the basic principles of food hygiene	Awareness of how to identify and respond to safeguarding issues
	Awareness of the necessary food hygiene and safety checks needed in a commercial kitchen	Knowledge of relevant health and safety legalisation
	Understanding of mental health issues and how they impact on people's lives	Understanding of data protection and confidentiality
<b>PERSONAL ATTRIBUTES</b>	Commitment to working in line with and championing The Cellar Trust values	
	Patient, non-judgmental, respectful and compassionate	
	Comfortable working under pressure and ability to prioritise work, and multi-task	