

Sylvania Community Store and Café Kitchen Assistant Job Description and Person Specification

The Job

We are looking for a part time kitchen assistant to join our friendly community store and café. A passion for cooking, along with experience of catering is required, along with great personal skills and a desire to develop and grow this opportunity.

About us

We are a not-for-profit community project on the Pennsylvania estate in Exeter. The shop, café and various art and social activities combine to create a welcoming hub of community, convenience and activity. Our committee consists of residents who are committed to supporting and maintaining an independent, sustainable, locally sourced shop, café and activity centre. We are environmentally conscious and aim to be as sustainable as possible.

Job description

- **Working hours.** Standard hours will be 8am to 2.30pm one or two days during the week (TBC) and then one weekend in three, 8am to 2.30pm on Saturday and 10am to 2.30pm on Sunday. There will also be the need to occasionally provide holiday cover for other kitchen staff where possible. Any overtime will be discussed in advance. Holiday allowance will be 6.3 weeks (inclusive of bank holiday allowance).
- **Work duties.** You will be responsible for cooking the breakfast menu between 8am and 11am and then the lunch menu between 11am and 2pm. We are also looking for baking and cleaning to be carried out in the 8am to 11am period, alongside the breakfast. Baking skills are therefore desirable.
- **Management of volunteers.** We currently have three managers (who make up the management team), with two additional staff at the weekend. We are then supported throughout the day by volunteers. Currently that includes kitchen volunteers, who are likely to still be keen to be involved. We therefore need you to be able to work positively with a growing number of volunteers.
- **Cleaning and maintenance.** You will be responsible for the cleaning and maintenance of the kitchen (along with the other kitchen staff) and where needed the wider café and shop, with support from volunteers. This includes checking kitchen appliances regularly and feeding back any issues to the management team.
- **Support the overall running of the store and café.** We are keen to have a flexible team who can fit into various roles. This means there may be times when we'd look for you to help behind the till, serving customers etc during busy periods.
- **Duration.** There will be a 3 month probation period for this role, with the intention the role being permanent following successful completion of the probation period.
- **Health and Safety.** You will need to update and record data for health and safety requirements. This includes ensuring that all staff follow the agreed health and safety standards in the kitchen.

- **Stock management.** Ensure kitchen stock levels are maintained, responding to customers' needs and keeping waste to a minimum.

Essential qualities

- A friendly, welcoming, and engaging manner;
- Good under pressure and specifically multi-tasking;
- The ability to work with the wider management team and kitchen staff;
- An understanding of the nature of a community store and café and an ability to work with a wider range of volunteers;
- The desire and ability to seek and learn from feedback to help continually improve customer satisfaction; and
- Honest, flexible and adaptable.

Desirable Experience

- Work experience in the retail and/or hospitality sectors within recent years.
- Level 2 Food Hygiene and Safety for Catering certification

Salary will be in line with National Living Wage with the potential for a small increase depending on your level of experience.

If you are interested, please drop into the store to have a chat with Deb or Lucy, or phone us on 07900 097920 for more information.

If you choose to apply, please email a CV and covering letter to pennstores.ex4@gmail.com.