

<b>Post title</b>	<b>Sixth Form Café Coordinator</b>
<b>School/Organisation</b>	Avanti House Secondary
<b>Salary</b>	£12.80 per hour
<b>Hours</b>	37.5 hours per week
<b>Contract Type</b>	Permanent
<b>Preferred Start Date</b>	September 2024

### MAIN PURPOSES OF THE JOB

This role will be to deliver the 6<sup>th</sup> form café food & beverage service to staff & 6<sup>th</sup> form students. The café is an exciting hub where freshly made sandwiches, snacks & drinks are available for students and staff to purchase.

### RESPONSIBILITIES OF THE JOB

- To prepare all types of food in line with the 6<sup>th</sup> form café requirements or to pack meals as needed.
- Manage online orders and prepare for collection in a prompt and professional manner.
- To operate within a team of permanent, part time and flexible staff in the unit, ensuring that the manufacturing service is successfully delivered consistently to the required standard daily.
- To participate in ensuring the smooth running of all operations.
- To liaise and co-operate with the Chef manager to follow and respect their request and orders.
- To assist in all aspects of the day-to-day duties as and when required in the kitchen and Front of House, ensuring that the required catering service is successfully delivered daily basis. This includes working as an effective team member.
- All CSA's must be physically able enough and prepared to complete all tasks set by the Manager which would include all the following below:
  - Preparation of meals and or packing, observing all Quality, Hygiene and Food Safety requirements.
  - The receipt, handling, storage, stock rotation, decanting and counting of all deliveries.
  - Removal of waste from the manufacturing areas and recycling in line with the policy.
  - To ensure full compliance with all areas of Health and Safety during the preparation and storage of food, including observing and maintaining COSHH, Safe Systems of Work, Risk Assessments, HACCP (Hazard Analysis and Critical Control Point) records & temperature controls, as requested.
- Report any defects, risks or near miss incidents immediately in accordance procedure

<b>Person Specification</b>			
<b>Criteria</b>		<b>Requirement</b>	
		<i>Essential</i>	<i>Desirable</i>
1.	Kitchen Experience or Front of House Experience		X
2.	Understanding of food hygiene and kitchen health and safety	X	
3.	Good Organizational Skills		X
4.	The ability to work unsupervised in a busy environment		X
5.	Ability to work in a group and independently		X
6.	Ability to follow strict instructions in a systematic and consistent manner	X	
7.	Experience of using EPOS system		X
8.	Good knowledge of worldwide cuisines (Asian, European, Mexican etc)	X	
9.	Commitment to the safeguarding and welfare of all students	X	

<b>FURTHER INFORMATION</b>
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p> <p>For further information - <a href="https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy.Summer-23.pdf">https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy.Summer-23.pdf</a></p>