



Job Description

Post:	Almari Café Chef
Directorate:	Communities and Neighbourhoods (CaN)
Team:	Community Development and Wellbeing
Hours:	35 hours per week (Tuesday to Saturday)
Grade:	Scale 4
Responsible to:	Café Operations Manager

Purpose of Job

The Almari is an exciting new Café nestled in the heart of the vibrant New Aberfeldy Village located in East London. As a pivotal part of the Aberfeldy Village, our café takes pride in being at the centre of a thriving development that encompasses a community centre, a pharmacy, a convenience store, and a GP surgery directly linked to the Café. The Almari is committed to providing a diverse selection of indo-fusion baked goods, food and drink options, with a primary focus on delivering high-quality food and exceptional customer service.

The Chef should be a wonderful cook who loves the art and business of cooking for a commercial café kitchen. They will support the set up and day to day management of the café leading on daily food preparation. Key responsibilities include:

- Taking the lead on food preparation, ensuring the highest standards of quality and service for our valued customers.
- Developing, enhancing and delivering the menu, crafting nutritious and wholesome dishes.
- Collaborating with local suppliers to align the café's offerings with the diverse needs of the local stakeholders.
- Assisting in designing a menu featuring seasonal dishes that prioritise health, affordability, and quality.

Main Duties and Responsibilities

- Delivery of the food and drink offer available from site ensuring that we provide a high quality service to the local community.
- Baking simple but delicious pastry and cakes
- To lead on cooking food to order.
- To lead on food preparation ensuring the food offer is of the highest quality possible.
- To ensure the kitchen, server and café is set up and presented to required standards at all times, adhering to Health and Safety, food hygiene and statutory requirements and best practice
- To support in ordering ingredients and setting up suppliers where needed.

- To support in designing an interesting but simple menu that meets the needs of the community and promotes healthy choices as well as dietary requirements.
- To prepare a range of drinks including barista coffee and support other staff in training to do so.
- To maintain high standards of hygiene and cleanliness at all times.
- To adhere to stock rotation guidelines.
- Any other reasonable duties as required by the Almari Directors

Food Service

- Collaborate in planning the weekly menu and weekend offers, contributing to the creation of new dishes and recipes.
- Establish dish standards, ensuring that all staff members adhere to them consistently.
- Maintain communication with social media managers to actively promote the menu, showcase our products, and highlight newly developed recipes.

Compliance

- Comply with nutrition and sanitation statutory regulations, food safety standards and best practice
- Ensure accurate labelling of products in accordance with food guidelines.
- Control and direct the food preparation process and proper cooling and reheating prepared food
- Adhere to all relevant statutory and Health and Safety standards and best practice

Stock Control

- Keep track of all goods and stock inventories and order products.

Environmental Health/Food Safety/Facilities and Equipment Maintenance

- Keep a detailed inventory of equipment and cookware, ensuring quality and functionality.
- Ensure proper cleaning is carried out before, during and at the end of shifts.
- Follow best practice food handling techniques for food hygiene and allergens.

Customer Care

- Provide warm, welcoming and responsive customer care to all café customers and guests in the community space
- Host, direct and support café customers and community centre visitors
- Operate an electronic point-of-sale (POS) system and handle cash, card and electronic financial transactions

General

- Perform other duties as may be reasonably required by your line manager.
- Conduct in line with Poplar HARCA's policies, procedures, rules and standards.

Person Specification

Post: Almari Café Chef

Grade: Scale 4

Team: Community Development and Well Being

Directorate: Communities and Neighbourhoods (CaN)

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Education/ Qualifications/ Training	<ul style="list-style-type: none"> a. An appropriate catering qualification and/or NVQ Level 2 in Food Preparation or equivalent b. Food Hygiene Level 2 and willingness to work towards level 3 c. First Aid at Work (HSE approved 3 days course) or willingness to undertake training (to be arranged by Poplar HARCA)
2. Skills	<ul style="list-style-type: none"> a. Highly organized, with the ability to work unsupervised and take responsibility for completing tasks b. Knowledge of and ability to follow relevant regulations and work with statutory bodies. c. Encourage customer feedback and suggestions d. Excellent communication skills and customer service
3. Experience	<ul style="list-style-type: none"> a. Two years experience of managing a kitchen b. Experience of supervising other people c. Experience of managing purchasing and stock control d. Experience of monitoring portions and waste control e. Experience of planning menus and cooking a wide range of food f. Experience of baking simple pastry, cakes and cookies (Desirable) g. Experience of working in a team and with a range of people h. Experience of preparing food in a fast paced cafe or restaurant i. Experience of delivering excellent customer service within a food setting j. Experience of working with diverse cultures, abilities and local sensitivities
4. Knowledge	<ul style="list-style-type: none"> a. Health and Safety requirements for operating a commercial cafe b. Seasonal produce and planning for a menu that has seasonal and local variances c. Knowledge of the local area (desirable)
5. Key Competencies	<ul style="list-style-type: none"> a. Putting others first b. Achieving Results c. Open to change

	<div>d. Informed and informing</div> <div>e. Personal Progress</div> <div>f. Partnership Working</div> <div>g. Problem Solving</div>
--	--