

Job Description

Our Multi-award winning community cafe “Mudlarks Café” is looking for an experienced Baker & Chef.

As Hertford only vegetarian and vegan cafe we produce deliciously different vegan and vegetarian meals, inspired by cuisines around the world as well as taking an inspired twist on dishes from closer to home.

We are looking for an enthusiastic experienced baker and chef to join our team.

Mudlarks is a Hertford based charity which supports adults and young people with learning disabilities and mental health concerns. www.mudlarksgarden.org.uk/cafe__

**

Duties:

- Plan and bake a variety of baked goods, making the best use of available seasonal and locally grown produce
- Plan a varied menu making best use of available seasonal and locally grown produce
- Prepare and cook meals for the café, ensuring food is served fresh and on time
- To ensure there are vegan and gluten free options available
- Ensure kitchen is kept clean and tidy and food safety standards are met
- Manage kitchen stock
- Manage wastage effectively
- Work with other café staff to organise café publicity and promotion
- Respond to and supply food for catering requests and café outreach activities and events
- To set and maintain the highest standards of food preparation in the café kitchen
- To support the people involved in Mudlarks activities, including people with learning difficulties, students on work experience, people with mental health issues, people on probation, and other volunteers. This requires dealing with individuals who may exhibit some challenging behaviour
- To work with the manager on other projects as required

Skills, qualities and experience required:

Essential

- Previous experience baking
- Previous experience cooking in a commercial setting.
- Experience of baking and vegan/vegetarian cooking
- Interest in researching and implementing new recipes
- Ability to work quickly under pressure
- Ability to work on own initiative and to work with others collectively
- Good organisational skills
- Knowledge of food hygiene

Desirable

- Experience of community work or working with volunteers
- Understanding of environmental and sustainability issues, especially around food

Health and Safety

- Comply with all health and safety policies, measures and legislation
- Ensure your own safety and those with whom you are working
- Assist with the implementation of the café's food safety management plan (Safer Food, Better Business) in accordance with HACCP standards
- Assist with Risk Assessments where required
- Apply first aid when necessary, appropriate to your skill level
- Report all safety matters to the Manager

Financial management

- Ensure that receipts for all food purchases are kept and passed to the manager weekly
- Ensure that all spending is approved by the Manager

Kitchen management

- Ensure all administration, documentation, logs and records are compiled, updated and stored as per company procedures
- Rotate stock and ensure no waste
- Keep fridge and freezer clean and organised, ensuring everything is labelled and discarded if necessary
- Ensure recycling and rubbish are emptied regularly
- Ensure kitchen laundry is washed regularly

- Maintain the kitchen in good, clean and serviceable order
- Notify the Café Manager of any site problems
- Attend meetings with management, as required

Additional requirements

- To assist in publicity for Mudlarks, supplying information on the café kitchen and menu as requested
- Provide information for reports and Mudlarks Management Committee meetings
- To safeguard the long-term future of the Mudlarks charity
- You may be required to carry out other duties, as within your capabilities and level of responsibility, in order to meet the needs of the organisation

Person specification

Education and training

Essential

- A good level of literacy, numeracy and communication skills
- Training and qualifications in baking
- Basic First Aid Certificate (or to be obtained as soon as practicable)
- Food Hygiene Certificate, level 2 (or to be obtained as soon as practicable)

Desirable

- Training and qualifications in catering

Skills and abilities

Essential

- Ability to think logically and creatively to provide practical solutions to a changing range of problems and issues
- Ability to deal with challenging behaviour
- Ability to work positively both as a member of a team and independently, with general direction and within a clear framework of accountability
- Self-motivated and able to use own initiative
- Good verbal communication skills
- Ability to work under pressure
- Willingness to be flexible

Experience and knowledge

Desirable

- Experience of working with people with learning difficulties and/or mental health issues
- To have a keen interest in, and experience of, one or more of the activities undertaken at Mudlarks

Application deadline: 18/09/2020

Salary: £18,000.00 per year