Role Description

**Café Cook**

“One cannot think well, love well, sleep well, if one has not dined well.”

[Virginia Woolf](http://www.goodreads.com/author/show/6765.Virginia_Woolf), [*A Room of One's Own*](http://www.goodreads.com/work/quotes/1315615)

**Based at:** Calderstones Mansion House, Liverpool, L18 3JB

**Reporting to**: Catering Manager
**Rate of pay:** £8 per hour

**Hours:** minimum 12 hours per week on a rota basis spanning 0800-1800 hours, Monday to Sunday.

**Duration:** Fixed term to 30th September 2018

**About The Reader**

‘Sometimes I can relate the story to my own life, like with *The Old Man and the Sea,* that feeling of limbo, being stuck, that’s what I felt like before I came to the group.’

The Reader is a fast-growing social enterprise with a national and international remit that develops innovative shared reading-aloud groups in diverse communities across society. Head office is in our home city of Liverpool but we have teams in London, the North East, the South West, Scotland Wales, as well as a national prisons project in 6 locations, and work in Northern Ireland, Belgium and Denmark.

We are hard-working, hugely ambitious and aim for the highest standards of quality in all aspects of our work. We want to make shared reading the norm in all walks of life.

We believe that literature is a force for social good that can be used to build community and enhance lives, reduce social isolation and help people to maximise their potential. Our work encourages people of all ages and backgrounds, in whatever life situation they find themselves, to become readers, to extend their reading habits, and to share their reading experiences with others.

The Reader works with over 5,000 people through 370 weekly groups, events and activities; from pre-schoolers to people at the end of life, and across a number of different sectors, including, but not limited to the Education, Criminal Justice and Mental Health Sectors. At Calderstones, The Reader is developing an international flagship project, a world-renowned, sustainable home for the organisation where we can showcase our whole person, whole population approach to shared reading.

**About Shared Reading**

*“This reading group mends holes in the net I would otherwise fall through.”*

(Shared Reading group member)

**Shared Reading** is our innovative social outreach project. Groups meet in community centres, libraries, homeless shelters, schools, hospitals, doctors’ surgeries, drug rehab units and care homes – simply to enjoy great books and poems together!

What’s different about these groups is that short stories, novels and poems are *read aloud* by one of our trained facilitators (group members can choose to join in, but there is no pressure to). This provides immediate engagement with the text, which is enriched by the spontaneous sharing of life stories and experiences as confidence builds over time. The groups meet week-in-week-out, providing valuable structure and support. Both of these elements are integral to the success of Shared Reading.

To find out more about The Reader please visit our website: [www.thereader.org.uk](http://www.thereader.org.uk)

**Our beliefs and values**

Our beliefs and values shape our culture and guide us in our work both internally and externally. These are principles that we hope will help everyone who works for us, everyone who works with us and everyone with whom we read understand who we are, what we stand for and how we do things.

It’s really important that we recruit people who feel they can work in accordance with these values:

Great literature is at our heart

We read to lead

We are kind but bold

We respect individuality but work as a team

We value innovation and find ways to live with change

We have strong boundaries and are well supported

We celebrate success but learn from our mistakes

We work whole-heartedly and value our wellbeing

This role sits at the centre of our shared reading work and combines and embodies many of the above, especially ‘Great literature is at our heart’, ‘We are kind but bold’ and, ‘We have strong boundaries and are well supported’.

Please read more about our purpose, beliefs and values here: <http://www.thereader.org.uk/who-we-are/our-values-and-beliefs.aspx>

**About the Role:**

The Cook will be flexible and hands on in all areas providing a range of profitable catering offers that work in harmony with the Reader’s ethos and vision, generating revenue and supporting our wider activity.

Our ideal candidate would have experience within a commercial kitchen/cafe environment with a keen interest and passion for food. You will be self-disciplined and able to produce food to a high standard with attention to detail. Experience in baking would be an advantage.

It is expected you will have responsibility for the overall daily operation of the café’s kitchen and catering processes being mindful of industry cost margins. You will need the practical skills to execute an interesting but simple menu and be capable of working alongside the Catering manager contributing to the development of innovative seasonal menus.

Current and relevant health and safety/food hygiene certificates are essential. You will work closely with the Social Enterprise team.

**Role Responsibilities:**

Your main responsibilities will be to:

* Prepare and deliver all items offered on the menu
* Provide leadership to the staff team ensuring that best practice and required standards of Health and Safety and Food Hygiene Legislation are fully adhered to at all times
* Ensure the café kitchen works in harmony with front of house at all times contributing to working relationships that enable customers to receive the care needed to benefit from and enjoy their visit.
* Ensure stock rotation and that deliveries are checked to ensure accurate quantity and quality of product
* Be aware of business profitability, minimising wastage.
* Ensure all cleaning schedules, food temperature and fridge temperature records are current and contain information required by food safety regulations with any testing carried out as instructed.
* Ensure that all kitchen equipment is properly cleaned, maintained and used safely

**Person Specification**

**Essential Criteria**

* An enthusiasm to work within a team to develop the profile of The Reader social enterprises and in particular the Café
* Relevant catering experience
* An ability to lead; supporting others in kitchen processes
* Willingness to undertake training as required
* Smart, clean and groomed appearance; excellent standards of personal hygiene
* An ability to cope with the physical demands of working within a busy café
* A team player but able to work with initiative and report back to the shift manager
* Excellent communication skills with customers, suppliers and colleagues

**How to Apply**

Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -

Visit [www.thereader.org.uk](http://www.thereader.org.uk) and select the ‘Working With Us’ tab where you will be able to view the full job description and download an application form. Please complete the application form how you meet the requirements of this role, to kateharrison@thereader.org.uk

**There is no deadline set for this post, but if a high number of applications are received we will close the vacancy.**

A high volume of applications may make replies to everyone impossible.