



Sept-24/V1

Job Description – Café Cook, Hope Family Church (HFC), Part-time, Salary £12.60 p/h, (18hrs per week term time only),

Role:

We are looking for an **experienced cook** to join Hope Family Church (HFC) to support our community ministry.

The purpose of the role is to:

- prepare, cook and serve nutritious snacks and meals whilst managing resources to retain financial sustainability;
- to maintain our welcoming café environment;
- work collaboratively to support and manage the recruitment and retention of a team of kitchen and café volunteers

The community café currently hosts our weekly Ark Play Café providing a safe play environment for children under 5 and our weekly Toddlers group. In line with our values of “Family for Everyone, Sharing Hope; Following Jesus” the post-holder will be expected to be a key friendly face to the wider community, acting in a way that demonstrates the caring, community and environmental values of our church.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic towards these beliefs and work actively to support our ministry and vision.

Location and Hours:

The role will be based in the community café, HFC NE38 0LA.

The role is scoped for 18 hours a week, worked over 3 days (Tues, Weds, Thurs) per week term time only.

Context:

Hope Family Church (formerly Oxclose Church) is one of Eight Resourcing Churches in Durham Diocese. Oxclose Church was planted in the 1970's as a Local Ecumenical Partnership between the Church of England, United Reformed Church and the Methodist Church.

The church grew significantly in its early years however has seen substantial decline over the last twenty years. The SDF bid to transform the Church into a Resourcing Church is recognition of the massive potential in the area to see the gospel impact and change a community and see the Kingdom influence lives.

The heart of HFC Resource Church is a church that plants other churches, we aim to do this by being a community committed to reproduction and growing disciples who produce disciples who produce other disciples. We are a community led by the Holy



Spirit, passionate about seeing lives changed, faithful to the scriptures, joyful in worship, expectant for the future and hope filled for what's to come.

The parish is made up of four villages: Oxclose, Ayton, Lambton and Blackfell, in Washington. There are approximately 13,500 people in the parish, the demographics is a mixture of private and social housing and according to Church Urban Fund there are pockets of poverty and prosperity. There are five primary schools (4 Primary Academy's and a Roman Catholic Primary), and a Comprehensive Community Academy (11-16) which has approximately 1300 students. The Secondary School is next door to the church. We have a good working relationship with all the schools in our parish and all of them would like to grow their working relationship with us.

At present the church staff team consists of: The Missional Leader (Vicar), a Curate, a Digital & Youth Lead, and a part-time Administrator. We also have a committed team of volunteers that are helping to shape the missional future of the church as we discover new ways in which to reach out to the community around us.

Main Terms and Conditions:

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

Salary: £12.60 per hour paid monthly in arrears by direct transfer. Remuneration will be reviewed annually in January.

Hours: 18 hrs per week worked over 3 days, term time only.

Tuesday – Thursday

10.00am – 4.00pm

THIS IS A FIXED-TERM POST UNTIL DECEMBER 31ST 2025 -
SUBJECT TO FURTHER FUNDING THE POST MAY BE EXTENDED.

Line Management:

This role will be line managed by the Vicar and report to PCC.

Pension:

Probation: There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Holidays: Annual paid holiday entitlement is 28 days pro-rata. Leave should be arranged in advance with the Vicar. Additional to annual leave the staff



team have 2x “Sabbath” periods through the year where the office is closed and only essential tasks are done – these are the week following Christmas day and one week in August. There are also quarterly retreat days for the staff team which as an integral member of the team you will be able to attend.

The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. *Any overtime needs to be agreed in advance with the Vicar or Churchwardens and will be paid at the hourly rate.*

Key Responsibilities

1) Cooking, Kitchen management

- Work in a co-operative and collaborative manner with other ministries within the church and users of the building.
- Responsibility for ensuring that the café operates in a safe way in compliance with the relevant standards eg: Food Safety and Hygiene, Health and Safety, Fire Safety, COSHH.
- Plan appropriate menus, prepare, cook and serve meals, snacks and light refreshments.
- Adapt menus and ingredients to customer dietary needs.
- Maintain high standards of cleanliness and safety in the kitchen and café and ensure compliance with the required standard of food safety and hygiene for catering establishments.
- Safe use of all kitchen equipment and devices complying with the required standards of food safety, hygiene and health and safety.
- Take and record customer orders, prioritising the serving orders and handling payments
- Recycling packaging and minimising waste.
- Support the Vicar in managing and maintaining cost effective expenditure, including monitor prices and income to ensure agreed level of profitability.
- Maintain adequate operational levels of effective stock control, including ordering and receiving materials and fresh food.
- Respond appropriately to any emergency in the café premises.
- Undertake such other work as is necessary for the effective operation of the café.

2) Event Planning:

- Creating an annual plan for all cafe events including promotion, budget, securing contracts and permits, staffing, layout, planning, executing and debrief.
- All Cafe Events not limited to: Easter, Harvest Festival, Christmas, Back to church Sunday, Anniversaries, Guest Speaker/Artist Experiences, Conferences, Mother’s Day, Father’s Day, workshops, Private Parties (Hires), live music and more.
- Act as a consultant with other ministry areas as needed for their events.
- Build core event planning team that carries out overall management of events



3) Oversight of volunteer team

- Actively support the recruitment, training and retention of kitchen and café volunteers.
- Responsibility for the daily management of kitchen and café volunteers, allocating tasks and helping to facilitate an enjoyable experience of volunteering in the café.
- Model a friendly and welcoming presence in the café.

Person Specification:

Requirement		Essential	Desirable	How assessed?
Qualifications	Professional / vocational qualification in food to level 3. eg: Level 3 Food Hygiene and Safety in Catering.	√		Application form / interview
	First Aid qualification.		√	Application form
	Literate and numerate (GSCE grade C).	√		Application form
Experience	experience in catering and cooking.	√		Application form/ performance
	experience in planning and leading a café.		√	Application form/ performance
	experience in customer service.	√		Application form/ performance
	experience in leading a team of volunteers.		√	Application form/ performance
Knowledge	Cooking and catering.	√		Application form/ performance
	Food related health and safety.	√		Application form
	Food outlet operations.		√	Application form/ performance
	Nutrition and diet (allergies etc).	√		Application form/ performance
	Volunteer management.		√	Application form/ performance



Skills and competencies	ability to oversee a café.	√		Application form/ performance
	proficient time management skills.	√		performance
	ability to work effectively in a team.	√		Application form/ performance
	ability to produce menus.		√	Application form/ performance
	ability to manage a budget.	√		Application form/ performance
	Ability to lead a team of volunteers.		√	Application form/ performance
Personal Attributes	Be committed to equality of opportunity.	√		Application form/ performance
	To have the attitude and ability to engage with the community.	√		Application form/ performance
	To be able to enthuse and motivate volunteers.	√		Application form/ performance
	To have professional integrity and be able to exercise confidentiality appropriately.	√		Application form/ performance