



CAFÉ TEAM LEADER AND CHEF JOB DESCRIPTION & PERSON SPECIFICATION

Role Title	Café Chef and Team Leader
Location	Stepney City Farm
Salary	C£22K per annum
Hours	40 hours per week: Wednesdays-Sundays (when café is open)
Duration	1 year to permanent
Responsible to	Chief Executive
Responsible for	Café assistants, café volunteers

ROLE OVERVIEW

A pivotal role in the Farm's café and shop, preparing food, planning menus using seasonal and local produce, and managing the other staff and volunteers. The café and shop return a profit to support our charity as well as providing delicious and ethical refreshments for our visitors. The cafe has been running for a few years and needs a motivated, talented person to ensure its success for many years to come. This is an exciting opportunity for a chef to utilise their own ideas in an established venue.

ABOUT STEPNEY CITY FARM

Stepney City Farm is a four acre urban farm based in the London Borough of Tower Hamlets. It is a registered charity and exists to provide educational opportunities for the local community and improve well-being. Projects include community growing, permaculture, working with animals, volunteering and rural crafts. Activities are provided for all ages. There are many types of animals on the farm, including donkeys, goats, sheep, pigs, chickens and ducks. It is a wonderful community resource, providing opportunities for city dwellers to experience a taste of rural life close to home. We offer a friendly and supportive working environment and a fun place to work in a unique setting.

ROLE RESPONSIBILITIES

- Design and execute a weekly-changing cafe menu that reflects the seasons, while maintaining the staple dishes that we are known for
- Line manage other café staff and volunteers
- Oversee day to day café operations including ordering, maintaining supplier relations, invoicing, health and safety paperwork, cleaning and equipment maintenance
- Utilise farm produce in preparing preserves for sale in the shop on a regular basis
- Oversee ordering of ingredients, drinks, equipment etc
- Ensure café is kept clean and hygienic and reaches standards set by environmental health
- Creative use of café displays and space to articulate key farm messages

- Maintain and build existing relationships with our key ethical suppliers while exploring suitable new ones.
- Liaise with environmental health and suppliers
- Provide catering options for corporate volunteering groups, children's birthday parties, and other visiting groups
- Provide training for cafe volunteers as necessary
- Work with the Book Keeper and CEO to ensure invoices are logged and paid on time
- Ensure high standards of customer service are met at all times
- Liaise regularly with gardening staff, volunteers and committee to make best use of farm produce and plan useful produce to be planted throughout the year
- Ensure that financial targets are met and that the café returns a profit every month
- Make and implement a marketing and staffing plan for the café/shop from September-April, to take into account lower winter income
- Other duties as reasonably required, including but not limited to front of house service, encouraging hire of space out to guest chefs for pop-ups, and liaising with other farm staff in weekly meetings.

PERSON SPECIFICATION

Essential:

- Excellent and imaginative cook
- Food safety certificate L2
- Some experience of running a kitchen
- Ability to work in a small, close-knit team
- Passion for and experience of cooking with seasonal, local produce
- Affinity for numbers and able to analyse and improve profit margin
- Experience of managing staff and volunteers
- Motivated and able to motivate a team
- Superb customer service
- Strong interest in sustainable food and farming, awareness of the key ethical issues within the food industry.
- Ability to prepare a variety of café and shop foods including drinks, preserves, cakes, ice creams, snacks and main meals to meet various dietary requirements
- Determination to make the café succeed
- Strong organisational and time management skills
- Good waste management practices
- Ability to think quickly and make decisions in stressful situations

Desirable:

- Barista training a plus
- Personal alcohol license holder (or a willingness to obtain one)
- Experience with Quickbooks a plus
- Experience and skill in marketing and communications- familiarity with Hootsuite and social media management a plus
- Knowledge of the London food scene