

Job Description:

Café Chef

**Job title:** Café Chef

**Hours:** 37.5 hours per week

**Location:** Jubilee Central (HU1 3SQ)

**Salary:** £28,000

**Holidays:** 33 days (including bank holidays)

**Contract:** Permanent

**Start date:** January 2026

**Responsible to:** Café Manager

**Job purpose:**  Responsible for the preparation and delivery of high-quality food and drink within the café at Jubilee Central and ensuring a reputation for excellent and sustainable food.

**Main Responsibilities**

1. **Food Service**
* Prepare and serve a variety of high quality, well-presented variety of meals to a consistently high standard.
* Ensure that the kitchen is fit for service in respect of both food preparation and appropriate hygiene standards at the commencement and throughout the duration of the cafes opening hours.
* In accordance with food handling and hygiene regulations, ensure food is packed, labelled, stored and used correctly.
* Ensure that all areas of the kitchen are clean, tidy and maintained to the highest of standards.
1. **Café Management and Development**
* Lead team in the development of innovative food menus with an emphasis on using local produce.
* Create attractive menus and displays for use within the café.
* Ensure that menu pricing is regularly reviewed and income is meeting agreed targets.
* Work closely with the café manager in the day to day running of the café, being responsible for the running of the café when the café manager is absent.
* Support café manager in ensuring staff carry out their roles according to their job descriptions and have adequate support in their roles.
1. **Stock Management**
* Work with cafe manager to ensure sufficient supplies for the effective running of the café are maintained at all times.
* Develop links with local suppliers and responsible for selecting food to use.
* Ensure that wastage is kept to a minimum and within defined targets.
1. **Kitchen Management**
* Keep accurate records of cleaning and maintenance checks.
* Ensure kitchen equipment is kept in good repair and any problems are reported to the café manager in a timely manner.
* Ensure that all legally required health and safety practices are adhered to.
* Understand, comply with and implement all emergency and fire procedures at all times.
1. **Training and Development**
* Work with those coming through the education programme, creating a welcoming environment for trainees to adapt to the working environment.
* Help with the training through the sharing of expertise with trainees.

**Person Specification**

* A passion for delivering high-quality, sustainable food and drink.
* Proven experience working within the catering industry
* Holds a level 3 food hygiene qualification (or willing to work towards)
* Proven ability to work effectively without direct supervision
* An honest and reliable individual
* Excellent people skills with the ability to communicate effectively with customers and other members of staff
* Able to work as part of a team and follow instructs carefully as well use initiative when appropriate.
* A polite manner, and a calm and professional attitude
* Ability to work well under pressure and in a fast-paced environment
* Applicant must be over 18 years old.