

JOB DESCRIPTION

Job Title:	Chef / Cook
Reporting to:	Café Manager
No. of direct reports:	0
Department:	Homeground Cafe
Hours:	37.5
Grade:	5

JOB PURPOSE

The main purpose of this role is to manage a smooth and efficient operation in the Homeground Café kitchen. They are responsible for ensuring that the kitchen is kept to a high level of cleanliness and that all Health, Safety & hygiene requirements are strictly maintained. It is also their responsibility to manage the quality and consistency of the food, balancing this with food costs so the required gross profit is achieved. All food is cooked from fresh and prepared from scratch.

In conjunction with their manager and the rest of the team, they will be part of creating a café that is seen as a destination venue for people working in Central Milton Keynes and members of the public.

DUTIES & RESPONSIBILITIES

Homeground Cafe

- Plan, prepare, cook and present food to the standards required by Homeground Cafe in line with the agreed food offering.
- Ensure all food is labelled correctly and displays ingredients prior to display or purchase in line with current legislation.
- Ensure that the quality of food and drink is appropriate to the high-class physical environment of the café.
- Ensure that the café always achieves 5* good hygiene standards including kitchen cleaning, food storage and hygiene.
- Be responsible for day-to-day completion of all compliance records and in conjunction with the Café Manager engage in completion of all other compliance requirements to the highest standards.
- Responsible for preparing the residents evening meal – this includes providing a variety of creative, recipes that take into consideration the multicultural tastes of our residents and are within budget.
- Responsible for baking a range of homemade cakes.
- Contribute to ideas and suggestions around the marketing efforts for Homeground.
- Engage in any required training– including COSHH, Hygiene certification, Barista training as well as assisting with the induction training for new staff and volunteers.
- Support the Café Manager in ordering food items ensuring local produce and best value for money items are ordered.
- Monitor stock levels and compile daily lists for the Cafe Manager of all stock items.
- Take responsibility for Health & Safety in the kitchen area and highlight any potential issues in a timely manner to the Café Manager.

Conference & Meetings

- Responsible for preparing buffets for Conferencing and other food requirements for larger events – i.e. networking breakfast events, evening receptions etc.

General

- To attend departmental and other relevant YMCA meetings as may be necessary.
- To develop an awareness of the various aspects of the YMCA Federation and to be able to apply this knowledge in the day-to-day work of the Homeground Team.
- To undertake any other duties in line with the role and commensurate to the post.



PERSON SPECIFICATION

KNOWLEDGE	ESSENTIAL ✓	DESIRABLE ✓
Good food knowledge and creativity	✓	
An intrinsic understanding of legislation and compliance in relation to catering and food standards including H&S, COSHH and Food Hygiene	✓	
Knowledge of catering equipment and upkeep	✓	
Knowledge and experience of purchasing, ordering, costing and inventory procedures	✓	
Experience of working for a catering/hospitality service, social enterprise, and/or knowledge of current issues for this area.		✓
Experience in delivering trading ventures		✓
Understanding of the needs and priorities for a not-for-profit organisation		✓
Understanding of the issues faced by young people in Milton Keynes		✓

SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Experience and ability to prepare, cook and deliver fresh food, made from scratch in line with an agreed menu to a very high standard	✓	
Excellent communicator with a variety of people	✓	
Baking skills	✓	
Able to problem solve and implement solutions effectively	✓	
Proficient in the use of technology and willing to learn new ways of working as needed		✓
Good organisational skills and the ability to work effectively to tight deadlines and to organize own workload	✓	
Ability to be flexible with working hours around the needs of the business – whether planned or at short notice	✓	
Ability to work independently and juggle a number of different tasks at any one time	✓	
Attention to detail	✓	

ATTITUDE	ESSENTIAL ✓	DESIRABLE ✓
Confident, self-motivated, and proactive	✓	
Excellent relationship builder with ability to engage and support young people who are residents of YMCA	✓	
Commitment and flexibility in approach to work to meet the demands of the post and manage a very busy workload	✓	
Team player who supports and implement wider YMCA objectives	✓	
Personable & engaging with all residents, staff and customers.	✓	

March 2025

