

**Job Title:** Chef for Seven Bridges Cafe

**Contract:** 0.5 FTE: 20 hours per week (including evenings and weekends as required)

**Salary:** £28,000 full time equivalent pro rata

**Location:** Newcastle upon Tyne

**Reports to:** Cafe Manager

**Direct Reports:** N/A

**Key Internal Stakeholders:** Building Operations team, Volunteers

**Key External Stakeholders:** Cafe customers, event bookers, suppliers,

**Budget Responsibility:** No

**Role Purpose:**

The Chef runs The Seven Bridges kitchen, delivering a high-quality, commercially sustainable food offer that meets the needs of Dance City's community of dancers, artists, audiences and supporters. This hands-on role is responsible for designing the menu, cooking, managing kitchen operations, controlling costs, and ensuring the café delivers a consistent, profitable food offer. It also plays a key role in supporting the cafe's wider social mission of working with refugees and people seeking asylum by working, and as part of the position you will work with our volunteers to support them to develop practical kitchen skills in a welcoming and professional environment.

**Key Responsibilities:**

**Kitchen Operations: 60%**

- Manage the safe, smooth and efficient running of the Kitchen
- Develop a seasonal menu which meets the wants of the cafe customers, and which can be prepared by the Cafe Assistant team as required
- Prepare and cook daily menu items for service - predominantly baking, sandwiches, soups and salads
- Maintain high standards of food quality, presentation and consistency
- Minimise waste through accurate portioning, preparation planning and stock rotation
- Order stock and monitor inventory, in collaboration with the Cafe Manager
- Manage the cleaning of the Kitchen

**Volunteer Training: 20%**

- Provide practical kitchen training and mentoring to volunteers from the West End Refugee Service during Kitchen Shifts
- Foster a positive, inclusive and professional working environment.

**Administration & Finance: 15%**

- Manage kitchen costs to achieve agreed food cost and gross profit targets
- Contribute to the café's commercial performance by catering for hire events as required
- Ensure full compliance with Food Safety, HACCP, allergen management and Health & Safety regulations
- Maintain kitchen documentation including temperature logs, cleaning schedules and allergen records
- Ensure the kitchen consistently achieves a 5 Food Hygiene Rating

**Staff Management: 5%**

- Provide training and support for Cafe Assistants where needed

**Person Specification:**

**Knowledge, Skills and Experience**

**Essential**

- Experience running or supervising a small professional kitchen
- Strong practical cooking
- Strong organisational skills
- Experience in creating seasonal, cost efficient menus
- Experience of managing stock, suppliers and food costs
- Knowledge of food safety, allergens and kitchen compliance

**Desirable**

- Experience of working in cafés, community kitchens or social enterprises
- Experience mentoring volunteers or trainees
- Level 3 Food Hygiene qualification

This job description is not intended to be exhaustive, and you may be required to undertake other duties reasonably requested in line with the needs of the business.