



May 2021

Café Manager & Chef - Job Description

Status: Part-time
Reports to: Development Director
Based: 1 day home based, 2 days café based (Muswell Hill, N10)
Hours: 3 days per week (*with potential for growth*)



General Purpose

Wave Café is a social enterprise set up to establish a creative space and café in Muswell Hill where people with and without learning disabilities can meet, socialise and work together as equals. What makes Wave Café unique is its ethos of changing attitudes to disability and difference by creating a space where those of all ages, backgrounds and abilities can socialise, work and create together as equals – not as ‘clients’ or ‘service users’.

Wave Café strongly promotes the attitude that, whatever our abilities, we can all contribute to the well-being of our local community.

Wave Café currently operates a one day per week inclusive community café in a local venue, providing a creative space where people of all abilities can socialise, eat, work and take part in inclusive art activities.

The intention is to increase our output to 2 days per week by 2022, with a view to further increase that over the next year.



The role of the Café Manager is to oversee the food service side of the daytime café, cooking lunches and baked goods for sale, managing a mixed ability team of staff and volunteers and managing café stock.

Key Tasks and Responsibilities

General

- Run food service at the café
- Line manage the kitchen team and volunteers working in the café
- Lead on Health and Safety practice

Café

- Plan and cook a healthy and exciting lunch menu for the café
- Prepare baked goods (cakes, pastries) for sale at the café
- Work with producers to source wholesale or surplus food at charity rates

Volunteers

- Oversee a small team of kitchen staff and volunteers, some of whom will have learning or physical disabilities. This may also include carers.
- Manage other Wave Café staff working shifts at the café during the day

Health and Safety

- Safe labelling and storing of foodstuffs
- Ensure kitchen is cleaned after every day's service
- Take into account all dietary requirements and perform necessary labelling of all food displayed
- Keep up to date with legal and regulatory requirements for restaurants and cafes

Administration

- Perform regular stock checks
- Open and close till every day
- Work with Development Director to create budgets and costings for café output

Personal Attributes

- An interest in working with people of all ages, backgrounds and abilities
- Proven track record of producing good quality food in a catering environment
- Able to work with staff who may have a range of skills and abilities and may need significant support
- Flexible and creative, able to work with whatever is available
- Ability to improvise and adjust to changes at the last minute
- Thoughtful and sensitive when managing relationships with a variety of people
- Able to promote a welcoming, friendly and inclusive atmosphere in the kitchen and café
- Food Safety trained