



JOB TITLE

Café Caterer, Supervisor & Entrepreneur

MAIN PURPOSE AND SCOPE OF THE JOB

The Café Caterer, Supervisor & Entrepreneur will play a pivotal role in the development of Baggator Young People's Project and its trading arm, The Pickle Factory. The person we are looking for will possess a complex and well developed set of skills that include:

- Sound catering experience with an understanding of nutrition and a creative flair to produce appealing, healthy and affordable alternatives to fast food
- Business flair and management skills
- Administrative skills
- Ability to work with and motivate young people

This is a unique opportunity for someone with relevant skills and experience to establish a thriving café and catering business. We regard this as a supported start-up period and we are looking for a person with the skills and ambition to develop a self-supporting business that is open more frequently and for longer hours than the limited periods for which we are able to pay.

Baggator is an established charity within the local community and in addition to our work with young people we host a range of activities and private functions that provide potential catering opportunities. We will provide support by advertising catering services you are able to offer alongside our bookings system but we will also expect you to come with your own ideas.

In the long term we will be happy to negotiate the relationship between us but we will expect an ongoing commitment to providing a catering service for local young people including employment opportunities for those who are suitably qualified and motivated. (We appreciate that you will be running a business and understand that terms of employment must be realistic).

WHAT WE CAN OFFER

We offer a partially equipped kitchen and furnished café, initial stocking costs and a basic part-time wage for 6 months to run three, three hour sessions per week when young people are in attendance. The café has internet enabled computers, X-Box, tables, chairs, pool table and table football. We are currently seeking funding to upgrade the computer terminals, furniture, heating and hot water and improved access. In the longer term, we hope to be able to extend the building to provide greater flexibility and additional comfort.

WHAT WE EXPECT

The catering during paid sessions with young people should offer 'healthy' and affordable alternatives to the takeaway food that is currently popular with our young people.

One young person with Food Hygiene level 2 certificate should be employed during each of these sessions. Again, we have a budget to meet this for the first 6 months.

When short-listing we will be looking for relevant experience and qualifications but we will also expect to see a convincing **Outline Business Plan** that shows you have thought through your future plans and that is able to convince us **you have what it takes** to build a successful catering business.

POSITION IN ORGANISATION

Reports To:	Trustees
Responsible For:	Stocking, catering, cleaning, routine maintenance, administration, accounting and employment of catering assistants.
Additional Responsibilities:	Develop own catering business with negotiated rates of return to Baggator to cover overheads and use of premises.
Budget Responsibilities:	Will be responsible for developing catering for young people within agreed budget?

DUTIES AND KEY RESPONSIBILITIES

Provide an affordable, health conscious catering service

- Produce menu that is attractive to young people
- Employ a suitably qualified young person each session that is open for young people
- Develop catering service that is attractive to those hiring Baggator for functions
- Develop a catering service that is attractive to the wider community
- Develop own ideas for a self-sustaining catering business
- Identify and utilize local mediums for promoting catering service and Baggator

Budgeting and management

- Maintain sessional, weekly and monthly accounts to show income and expenditure

Employment

- Provide employment to one suitably qualified young person each time that you are open to provide principally for young people

Produce a Business Plan

- Show, in detail, how you will utilize the initial funded period to establish a self-sustaining catering business. Show plans and timescales with clear milestones against which to measure progress
- Provide monthly updates and progress report to trustees
- Agree action plans to remedy shortfalls and celebrate successes.
- Agree 'next steps' to build on progress and maintain momentum.

Funding and Administration

- *Maintain young persons' attendance log – we are working to provide an automated system. These records assist our reporting to funders and developing new bids.*
- *Help identify issues that Baggator needs to address in relation to use of the premises and condition of the premises. Where appropriate we will seek funding opportunities that will contribute to ongoing development and upkeep.*
- *Maintain records that will facilitate reporting to funders, help write and submit reports to funders.*
- *Maintain Young Assistants' Time sheets and pass to Baggator to submit to Payroll*

Premises

- *Ensure the building and contents are kept secure*
- *Ensure the building is kept clean and tidy*
- *Report security concerns to Trustees*
- *Report maintenance needs to the Trustees*

Report to Trustees

- *Provide monthly written report to Trustees' Meeting*
- *Attend periodic Trustees Meetings as requested*

GENERAL RESPONSIBILITIES

- *Become familiar with Baggator Policy Documents and ensure they are implemented within the spirit of Baggator's ethos.*
- *Act as Baggator's representative to Project Workers and Young People and report concerns raised re: Safeguarding (Child Protection); Equal Opportunities and Health and Safety to Delegated Trustee as appropriate.*
- *Act as Baggator's representative within the wider community to promote a positive image of our work, our young people and the organization as a whole.*

N.B.

This position will involve substantial access to children and is therefore exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order and appointment will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

PERSON SPECIFICATION

	CRITERIA
SKILLS AND ABILITIES	<p>Essential</p> <ul style="list-style-type: none"> • High standard of cookery skills • Able to engage and motivate young people • Ability to work within a budget • Maintain simple Income and Expenditure Accounts • Business Planning • Strong communication skills (verbal and written) and the ability to produce reports • Ability to Risk Assess for safe operation in a public space (or willing to learn) <p>Desirable</p> <ul style="list-style-type: none"> • Imaginative catering skills • Ability to analyse business performance and make informed judgements. • Ability to think strategically and put in place longer term plans to ensure future viability of the café • Ability to motivate staff and help maintain focus and enthusiasm.
EXPERIENCE	<p>Essential</p> <ul style="list-style-type: none"> • Catering experience - producing affordable, 'health conscious' food and drinks • Stock purchasing and stock control • Staff management and development • Operating in an environment which promotes Health and safety in the workplace <p>Desirable</p> <ul style="list-style-type: none"> • Working in a culturally diverse community • Working with young people, some of whom can be challenging • Experience of setting up and managing a small business • Budget management • Experience of marketing and sales
KNOWLEDGE	<p>Essential</p> <ul style="list-style-type: none"> • Food Hygiene Certificate Level 3 • Knowledge of nutrition, diet and health • Knowledge of Business legislation (or willing to learn) • Knowledge of Employment Law (or willing to learn) • Knowledge of Health and Safety in the Workplace <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of dietary requirements of different cultural groups within the local community • Knowledge of Child Protection legislation and procedures • Knowledge of Equal Opportunities legislation and processes

<p>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</p>	<p>Essential</p> <ul style="list-style-type: none"> • Friendly and welcoming • Commitment to the local communities and willingness to provide catering that meets their needs and respects cultural diversity • Commitment to equal opportunities • Willing to work unsocial hours • Flexible and creative. <p>Desirable</p> <ul style="list-style-type: none"> • Commitment to the welfare and learning of young people. • Commitment to listening to young people and learning with them • Resilient – able to ‘roll with the flow’ – celebrate successes and weather set-backs with optimism
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