

**JOB VACANCY DETAILS**

**Organisation:** Dial West Cheshire

**Job Title:** Community Café Supervisor

**Hours:** 18 hours per week, (usually working over 3 days, between the hours of 9am-3pm)

**Salary:** £24,027.00 per annum (pro rata)

**Contract term:** Permanent (subject to ongoing funding)

**Job Purpose:**

Reporting to the Café Manager, the Community Café Supervisor will support the delivery and ongoing development of Dial West Cheshire’s Community Café.

The Community Café Supervisor will be responsible for preparing, cooking and serving good value meals, homemade cakes and drinks to regular customers and new visitors. The Community Café Supervisor will also play an active role in maintaining and developing external catering arrangements with local churches and other organisations.

A key part of the role is to support, supervise and empower the café volunteers to develop skills, actively participate, and gain confidence in their roles. We provide volunteering opportunities which include roles with food preparation, cooking, serving and cleaning down. We also offer supported volunteering to disabled people, neurodivergent people, people with learning disabilities and people living with mental health challenges. Our volunteers have all got their own talents in the café and kitchen.

Collectively, our volunteers form a bright, happy, hard-working and diverse team, who are keen to learn and provide great customer service.

**About you:**

You will:

* be an enthusiastic team player with a passion to deliver a good service to others.
* have experience of working within a kitchen, preparing and serving food to paying customers.
* have experience of working with and supervising volunteers and understand some of the challenges faced by disabled people.
* be well organised and able to multi-task.

**Principal Responsibilities:**

* Cook nutritious and good value meals for paying customers in the café and support the café manager to maintain the provision of external catering arrangements as required.
* Ensure that the kitchen is operated in line current Food Hygiene and Health and Safety standards
* Support and develop volunteers in their roles, working with them to increase confidence and ability within the café and kitchen environment.
* Maintain accurate records of kitchen & café activities and customer experience.
* Ensure compliance with Dial West Cheshire policies, procedures, and legal requirements.
* Handle till & card payments, cash up and record takings each day/week.
* Undertake relevant training associated with the role.
* Provide cover and deputise for the Café Manager including stepping up when they are away from the kitchen, to ensure all operational tasks are completed, volunteers are supervised, rotas are managed and ensure day to day activities are unaffected.
* Be actively involved in menu planning.
* Get involved with other occasional Dial West Cheshire events throughout the year that are put on as a team by staff and volunteers, sometimes outside of normal opening hours, including evenings and weekends.

**We will offer you:**

* Generous annual leave plus bank holidays
* Pension scheme
* Mileage allowance for business travel
* Training and development opportunities

**About Dial West Cheshire:**

**Dial West Cheshire** is an award-winning local charity with a history dating back to 1986. We provide a range of services aimed at enabling disabled people and older people to live sustained, independent lives.

Our Disability Rights Centre, Community Café and Autism Hub are based at Dial House in Hamilton Place, Chester.

As well as providing services which improve the lives of disabled people, we actively encourage people with disabilities and long-term health conditions to work or volunteer with us. Our services are delivered by teams consisting of paid workers supported by volunteers.

**FOR AN APPLICATION PACK, PLEASE CALL 01244 345655 or EMAIL contactus@dialwestcheshire.org.uk**