

Job Title:	Happy Bean Café – Community Cook
Salary:	£23,150 per annum
Employment Status:	37 Hours Per Week
Responsible To:	Community Coordinator
Location:	Weoley Castle Community Centre (B29 5TE)

Who We Look For

Are you a **warm, personable**, and **caring** individual who can work well with the public, including people with disabilities, their unpaid/family carers and wider community members?

Do you have **passion** for what you do, a strong **communicator** and have excellent **cooking and hospitality** skills?

Midland Mencap is looking to recruit a **Community Cook** to support our recently launched Community Café **The Happy Bean Café**.

We place a high value upon **integrity, ethical standards**, and a commitment to **excellence**.

Midland Mencap's **Happy Bean Café** is constantly innovating in our pursuit of delivering the **best** experience for **everyone** who visits us. To achieve these goals, we need an individual who is prepared to **innovate** and interact **confidently** with members of the local community, community centre users, staff and professionals.

We seek applications from candidates who thrive in a **fast-paced** environment and who can bring their **skills, high-standards**, and **experience** to a role where no two days are the same.



What Does A Community Cook Do?

Midland Mencap is a local charity committed to benefiting people with disabilities, their unpaid/family carers and our local communities. Our Community Café, The Happy Bean, launched in June 2024 and aims to provide a welcoming meeting place for the local community, with affordable, high-quality food and beverages.

The café is at the heart of our community centre and links to activities taking place in the centre, such as cooking classes and hosts information drop-ins. Our goal is to continue to build our customer base and bridge the gap between our current centre users and the wider community.

This is an exciting opportunity for a passionate and experienced individual, who enjoys cooking and hosting. As a creative cook, you will bring innovative ideas to grow our community café and collaborate with various partners to achieve this. You will be responsible for maintaining high kitchen standards and adhering to all health and safety regulations.

Duties and Responsibilities

Specific Responsibilities

1. Continuously review and improve the menu and café performance.
2. Prepare, cook, and serve meals efficiently, ensuring quality and minimizing waste.
3. Safely store food, rotate stock, monitor 'use by' dates, and manage supplier orders within budget.
4. Build and maintain good rapport with customers, citizens, and their families; always be polite and courteous.
5. Immediately report incidents involving citizens, staff, or visitors to the Operations Manager.
6. Ensure kitchen operations comply with Environmental Health and Health and Safety regulations and maintain accurate records.
7. Collaborate with colleagues and volunteers to ensure smooth event and programme operations.
8. Set up and clean community kitchens before and after activities.
9. Assist the Volunteer Manager in recruiting, training, and retaining volunteers.
10. Engage with local partners to involve a diverse range of groups and promote participation in our activities.
11. Represent the café at local events and groups to promote its work and activities.
12. Gather and provide information to support performance monitoring.

General Responsibilities

1. Promote and support Midland Mencap's commitment to accessibility and inclusive activities.
2. Uphold and advocate for the values of Midland Mencap in the community.
3. Adhere to the organization's ethos, policies, procedures, and relevant legislation.

4. Empower local people to take ownership of their learning and adopt sustainable behaviours.
5. Work effectively with team members, including staff, sessional workers, and volunteers, to achieve goals.
6. Collaborate constructively with partners, groups, and organisations.
7. Ensure an excellent participant experience.
8. Report on the success of assigned tasks.
9. Attend and contribute to team meetings and training courses.
10. Undertake other duties as required, consistent with the job purpose.

Person Specification:

	CRITERIA	EVIDENCE
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Extensive experience leading café operations, food programmes, and cooking in a professional kitchen environment. • Highly motivated with the ability to prepare a wide range of cuisines and proficient in various cooking techniques and methods • Passionate about food and drink, and with a strong desire to share skills and knowledge with others. • Proven experience managing resources and equipment effectively. • Excellent communication skills, both written and verbal. • Ability to work well in a busy environment. • Ability to delegate effectively. • Ability to keep on task and meet deadlines. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of social enterprise principles. • Experience in building relationships with community groups. • Background in community and voluntary sector work, especially with volunteers. • Awareness of the community and voluntary sector. • Experience in monitoring and evaluating participant engagement and outcomes. • Understanding of the benefits of sustainable food practices and waste reduction. 	Application Form and Interview.
Skills, Abilities & Attributes	<p>Essential</p> <ul style="list-style-type: none"> • Provide a warm welcome for everyone who comes to the cafe and community centre. • Provide an inclusive, supportive setting for all who join the café team. • Leading by example with your volunteers, ensuring a blend of professionalism and friendliness. 	Application Form and Interview.

Job Description and Person Specification

	<ul style="list-style-type: none"> • Overseeing a professional breakfast and lunch time service. • Experience leading food-related activities. • Ability to work independently and as part of a team. • Strong organisational skills with the ability to manage a diverse workload and meet deadlines. • IT skills, including Microsoft Word and Excel. • A full UK Driving License. • Ability to travel locally. <p>Desirable</p> <ul style="list-style-type: none"> • Supporting coproduction/codesign with customers, volunteers and staff. 	
<p>Training & Qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> • Intermediate Food Hygiene Certificate and a commitment to ongoing professional development and training. <p>Desirable</p> <ul style="list-style-type: none"> • Other relevant food, catering or hospitality qualifications e.g. NVQ, Diploma etc. 	<p>Interview and Application Form</p>