

Job Description

Café Cook



Responsible to: Centre Director

Responsible for: Front of House staff

Working with: Café Manager, Visitor & Commercial Services Manager & Duty Managers

Salary: £18,000 pro rata

Hours: 32 per week (negotiable)

Background

Moat Brae is a B-Listed Georgian townhouse and garden in Dumfries, southwest Scotland, which was designed by local architect Walter Newall in 1823 and acknowledged by JM Barrie as his inspiration for Peter Pan: “for our escapades in a certain Dumfries garden, which is enchanted land to me, were certainly the genesis of that nefarious work – Peter Pan”.

The Peter Pan Moat Brae Trust was established in August 2009 as a company limited by guarantee with charitable status to save and restore the property, which it has done as part of a two-phase project involving Phase A restoration and Phase B delivery and implementation to create a National Centre for Children’s Literature and Storytelling.

Learning and inspiration is at the heart of this innovative project which will also contribute to the regeneration of Dumfries as part of a broader strategy that plans to use the arts and culture as a means to re-invigorate the town, complementing other cultural developments already underway. The creation of this major new visitor attraction will ensure the future sustainability of the house and garden and Barrie’s ‘enchanted land’.

The Café will make a key contribution to the operational revenues of the Centre and will be run as a commercial venture within the Trust’s Trading Wing. As well as a food and drink menu, the café will also cater for events and private hires hosted at Moat Brae. It is a 48-cover licenced space and we anticipate our primary fare being light lunches, home-made cakes, and beverages.

The Café Cook is a practical, hands-on role, with much of their working hours spent in the kitchen and service area, cooking, preparing and serving food. This is an exciting opportunity to play a vital role in what will be one of the UK’s leading tourist attractions.

Key Roles

Café/Bar

- Supervise operation of the café/bar.
- Work with Café manager to resolve maintenance/logistical issues.
- Work with Programme Manager to maximise promotional opportunities.

Food Preparation and Planning

- Welcome customers, prepare, cook and serve food and drink.
- Review menu regularly and ensure recipes are logged.
- Ensure staff are briefed about menus, offers and other information.
- Supervise catering for private hires and events.

Health and Safety

- Promote and practise relevant hygiene, health and safety and fire safety standards.
- Work in compliance with relevant legislation including licensing.
- Keep the kitchen and storage areas clear, well-organised and easy to use.
- Ensure daily and weekly checks are complete; take part in regular deep cleaning.

Administration

- Maintain effective stock control, placing orders, logging deliveries and carrying out stock checks.
- With Café Manager, review sales, prices and suppliers regularly.
- Ensure cashing up and security procedures are carried out.

Staff

- Supervise the café team, including staff rotas.
- With Café Manager, recruit and train catering and waiting staff
- Set a high standard with regard to punctuality, attendance and attitude.

Other

- Participate in regular staff meetings and training as required.
- Carry out any other duties as reasonably requested.

Person Specification

Experience

- At least two years' kitchen (cooking) experience.
- At least one year's supervisor experience.
- Experience of working to a budget, stock and cost control.

Skills

- Food preparation and menu composition.
- Good knowledge and experience of baking.
- Health and safety, food hygiene, licensing laws and cash handling.
- Confident IT skills, numeracy and literacy skills.

Abilities

- Confident communicator, able to remain calm under pressure and provide excellent customer service.
- Self-motivated and effective in time management.
- Ability to work independently and know when to involve others.

Other

- Previous training and/or qualifications desirable, but relevant training will be offered.
- Work within all Moat Brae policies and procedures.
- Be informed about, promote and support the work of the Peter Pan Moat Brae Trust.

Terms and conditions

Salary: £18,000 pro rata paid monthly and reviewed annually in December.

Hours: 32 per week (negotiable) including a weekend shift and other regular weekday shifts to be agreed, with occasional overtime and evening/weekend work available (overtime paid at cook rate).

Contract: This is a permanent position, subject to the Peter Pan Moat Brae Trust's standard terms and conditions of work.