

GL11 Community Hub

Job Description

JOB TITLE:	Community Training Café Tutor
REPORTS TO:	Learning & Training Co-ordinator
HOURS:	9 hours per week Term Time only
SALARY:	£9.75 - £10.66 per hour plus holiday pay

JOB PURPOSE:

The GL11 Café is at the heart of GL11 Community Hub and is open 5 days/week. We have a team of volunteers and trainees supporting the café. The Community Training Café Tutor will work with learners and volunteers of varying abilities and will deliver training to learners to meet funding targets and requirements. The Community Training Café Tutor will be required to cook lunches with volunteers and learners using donated food from our suppliers. They will also be required to support the Community Training Café Organiser to develop and grow our café in a friendly, supportive environment. The café has 3 weekly food donations, and has a monthly budget of £150 to top up supplies.

Key Tasks:

- To create an appropriate learning environment to support the learning and development needs for individual students and groups of students
- To be responsible for the delivery of cookery programmes related to grant funding in the Training Café
- To instil enthusiasm and enjoyment into the learning process to increase independence and self-esteem with learners of varying abilities
- To deliver appropriate teaching and training and administration related to contractual targets, outcomes and student needs
- To ensure that the students you are responsible for are appropriately supervised
- To plan your activities for each session, producing lesson plans and setting goals and outcomes.
- To assess and record the progress of students against relevant targets, goals and outcomes
- To familiarise with student background information, profile and risk assessment wherever possible

- To ensure attendance is recorded and any absence reported promptly.
- To take on the responsibility of pastoral care for students as required
- To ensure that Health and Safety records are kept up to date including all necessary risk assessments
- To be responsible for the care and development for your working area

Café

- To provide sickness cover the Community Café Organiser role when possible
- To work with learners and volunteers to produce healthy lunches with donated food for staff and customers.
- To place orders with suppliers as and when required
- Collect donated food as and when required
- To maintain excellent food hygiene standards at all times
- To ensure the café area is clean, tidy and well stocked at all times.

General

- To work pro-actively as part of a team to support activities/events
- To ensure all services are equally accessible to everyone within the community
- To work within GL11 Community Hub policies, including Health and Safety, Equalities and Confidentiality
- Other tasks as required

Person Specification

- A teaching qualification (preferable)
- Experience of cooking imaginatively and confidently using varied ingredients
- Experience of supervising and training a wide range of volunteers and students of mixed abilities
- Fantastic customer service and communication skills
- Experience of food handling and food hygiene
- Excellent teamworker, ensuring a happy, thriving working environment
- A flexible approach to working
- An understanding of and a commitment to community development, equality and diversity
- Honest, efficient and reliable