



Application Pack

Cook Vacancy Part time

Coffee and Clay. 14 High Street Skipton, North
Yorkshire, BD23 1JZ

Tel: 01756 792132 Email: info@coffeeandclay.co.uk

Company No: 04886129

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March 2024

Dear Applicant

Thank you for showing an interest in working for Coffee and Clay. We are looking for a compassionate individual that are also highly motivated and enthusiastic.

The successful candidate will be required to work in the kitchen without supervision and must have a passion for great food, with experience of producing home cooked food in a timely manner from a small café menu. All whilst adhering to food hygiene and other company polices.

Ideally, we are looking for someone with catering experience working in a cafe/coffee shop environment, preparing and cooking lunches and baking cakes.

If you have the relevant personal qualities, calm under pressure, experience, skills, enthusiasm and a positive "can do" attitude and would relish the chance to work in this dynamic, progressive, and successful café and pottery studio we would like to hear from you.

You will be joining a friendly and enthusiastic team who are passionate about what they do, the hard work and friendliness they provide to the community they serve.

This role is not just about delivery of targets, it is equally important that you are self-motivated, reliable, supportive, and always thrive to create a positive working environment **where the customers always come first.**

I look forward to hearing from you.

Kind regards

Nils Persson
Owner
Coffee and Clay

About Coffee and Clay

Coffee and Clay's mission is to make sure the experience at the cafe / pottery studio is as much about the quality time you spend with family and friends as it is the food you eat or the piece you create.

Who we are

Coffee and Clay is an local independent business owned by Nils Persson now for over 20 Years. You are not just a number at Coffee and Clay you are part of a small family team. There are around 5 core staff and 15 to 20 with the weekend and holiday front of house staff also included.

What we offer

Our employees work both full time and part time, there is work for everyone and never a job not available. The café and pottery studio combined provide a high street commercial café and community hub setting. All with a supportive and friendly customer and staff atmosphere.

Coffee and Clay combines an imaginative paint-a-pot studio with a delicious cafe and party venue. Our cafe prides itself in creating delicious homemade traditional food to many living and visiting Skipton. Homemade cakes, scones and daily specials are created daily. Alongside, we provide old-fashioned customer service and community support. We are also open all week.

We're a welcoming and fun place for decorating pottery, whether you're aged one, or a ninety-one. Here you can create memories to last a lifetime.

Terms of employment.

Salary:	Pay dependent on experience £12.00+ per hour
Job Type:	Part Time (Permanent Position)
Hours of work:	16.50 Hours per week minimum. Ideally Friday & Saturday (<i>although this can be discussed</i>). Daytime shifts only. Hours per week: Fri - 8.30am – 4.30pm Sat - 8.30am – 4.30/5.00pm <ul style="list-style-type: none">• Flexibility to cover Head Cooks holidays or absence every now and then.• This role is to cover the 2 days our main cook has her days off in the week. (This role could be combined with the opportunity to work more days as a barista/front of house team member).

Pension:	An auto enrolment pension arrangement whereby the employer contributes 5% and employees 3%.
Holidays:	26 days per year inclusive of Bank holidays (pro rata).
Training and development:	Individually tailored induction & training
Parking:	24/7 employee assistance scheme is available.
Benefits:	<ul style="list-style-type: none"> • Free On-Site Parking • Tips • Free Lunch / Paid Break • Small, family run business • Uniform • Paid Annual Holiday Entitlement • Ongoing training will be provided and if required. • Flexibility & Opportunity for more hours • Pension Contributions Topped Up

Working Conditions.

Coffee and Clay runs its operations seven days a week.

All staff must always act in a way which will maintain the good reputation of Coffee and Clay. Always upholding the policies and procedures of Coffee and Clay and striving to preserve good working relationships with staff, customers and suppliers and the community at large.

All staff are required to keep personnel information and significant matters relating to the community confidential.

We expect you to carry out your job responsibilities in an environmentally aware manner. Our aim is to ensure all resources are utilised effectively and efficiently.

Site Details.

Coffee and Clay is based on one single site in Skipton (Gateway to the Yorkshire Dales). There are two main activities open to the public, both a café and pottery painting studio all under one roof.

Safeguarding and right to work in the UK.

The role will involve working with the public and requires a Standard Disclosure and Barring Service (DBS) check. This is to check the criminal records and that the person is not barred from working with 'adults at risk'.

After interviews, the successful candidate will be required to provide evidence of their right to work in the UK and complete a DBS check.

How we store and use your personal information.

Your CV and other information will be stored for 6 months following the closing date to enable equality monitoring and to enable us to contact you in the future should any other suitable posts become available. However, if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be securely destroyed.

Application process

To apply please **send your CV with a supporting letter** (maximum 2-sides of A4) detailing:

1. Why are you applying for this role?
2. What relevant experience and skills do you have?
3. Why are you the best candidate for this position?

to Jobs@coffeeandclay.co.uk by **9.00am Tuesday 2nd April 2024**.

Alternatively Post the CV or call in & drop it off so you can have a look round.

Address:

Coffee and Clay
14 High Street
Skipton
BD23 1JZ

Alternatively, rather than a CV, you can download an application from our website and return this before the deadline above. Application forms can be downloaded from: <https://www.coffeeandclay.co.uk/jobs>

Suitable candidates will be asked to come & join us at the Cafe to work a few hours at a mutually agreeable time. At this time, you will be able to discuss details in more depth.

Please Note:

CV's received without a covering letter and after this deadline will not be considered.

Find out more about each Vacancy by visiting: <https://www.coffeeandclay.co.uk/jobs>

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Job Description – Part Time Cook

Job Title:	Part Time Cook
Reports To:	Head Cook & Team Leader / Manager
Location:	Coffee and Clay, 14 High Street, Skipton, BD23 1JZ

Job Purpose

This role is to cover the 2 days our main cook has her days off in the week. **(This role could be combined with the opportunity to work more days as a front of house team member if more hours are required).**

The post holder is required to work in the kitchen without supervision. Full induction and training will be given for the role by our cook. The main duty is to prepare cafe food to order; whilst ensuring high standards and prompt delivery. Also whilst adhering to food hygiene and other company policies.

Duties and Responsibilities

Responsible to: **the Head Cook & Team Leader / Manager**

Catering Provision:

- Prepare, cook, and present well-balanced meals to the highest quality incorporating dietary needs as required by customers
- Cook meals, including “to order” taking into account cost, presentation and preparation time.
- Work with the Head Cook to develop menu, catering for all dietary requirements
- Support the Head Cook with any inspections undertaken by Environmental Health Inspectors ensuring we meet the Health & Hygiene requirements
- Supervision of the kitchen
- Maintain accurate stock records for all provisions
- Ordering stock from suppliers taking into account the need to obtain best value
- Assisting with the cleaning of all areas
- Support the Head Cook and team in effective control of catering revenue and expenditure

Health and Safety:

- Adherence to all procedures related to Health and Safety and COSHH regulations regarding food storage, preparation, equipment, materials, and general safety
- Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies
- Ensure all equipment used is well maintained, in good working order and to log any defects and report the Head Cook as required
- Ensures a duty of care for all service users
- Ensuring that staff are observant of hygiene controls at all times.
- Maintain high standards of cleanliness, personal hygiene, and appearance at all times

Team working:

- Provide training and instruction to companions on the safe handling and preparation of food.
- Supervision of young people making use of the kitchen
- Willingness to undertake personal professional development as required
- Promote teamwork and motivate staff to ensure effective working relations and communication.

Other Duties:

- Willingness to work flexibly including out of hours
- Attend meetings and actively contribute to the overall company success of Coffee and Clay.
- Perform any other tasks or duties deemed necessary by the Head Cook.

Person Specification

Essential	Desirable
Experience	
<ul style="list-style-type: none"> • A minimum 1 years' experience of working within a catering environment, cooking wholesome home cooked meals. • Good interpersonal skills • Experience in working in fast paced environment with a strong attention to detail! 	<ul style="list-style-type: none"> • Experience of working with and relating to a diverse range of people
Education / Professional Certification	
<ul style="list-style-type: none"> • Level 2 food safety, training can be provided. 	<ul style="list-style-type: none"> • NVQ Level 2 in Food Preparation/Catering qualification • Level 3 food safety • Level 2 allergen awareness • First Aid Certified
Skills	
<ul style="list-style-type: none"> • Knowledge of current food legislation in regard to food hygiene and health and safety in the workplace. • Able to prepare, cook and present food to meet quality, cost and to health and safety standards. • Clean & Tidy – clean-as-you-go skills. Ability to quickly prepare for the next day cleaning down & ensuring the kitchen is always kept clean and tidy. 	<p>Good understanding of young people and ability to communicate with them.</p>
Knowledge and Commitment	
<ul style="list-style-type: none"> • Use of commercial catering equipment (Microwaves, Grill, etc) • Use of cooking appliances • Able to follow Codes of Practice. (Health & Safety and Hygiene Practices). 	<p>Knowledge of risk assessment interpretation.</p>
Personal Characteristics	
<ul style="list-style-type: none"> • Effective team player, with the ability to lead, work and delegate • Self disciplined • Ability and willingness to work with and alongside companions, staff • Empathetic and understanding of a wide range of needs and experiences • Awareness and acceptance of own limitations • Commitment to environmental sustainability and social development • Awareness, understanding and compliance to Equal Opportunities • Capable of working unsupervised • Understanding of professional boundaries 	