

T.A.N.G.O. Kitchen & Café Assistant

The aim of T.A.N.G.O. is to reach out, serve and help those in need in the community, by building trust and fellowship, mirroring Christian values.

The Scriptural basis of T.A.N.G.O. is to be found in the book of Isaiah chapter 58, for example as in 'The Message' version:

- "What I'm interested in seeing you do is: sharing your food with the hungry, inviting the homeless poor into your homes, putting clothes on the shivering ill-clad, being available to your own families." (v. 7)
- "You'll use the old rubble of past lives to build anew, rebuild the foundations from out of your past. You'll be known as those who can fix anything, restore old ruins, rebuild and renovate, make the community liveable again." (v. 12).

T.A.N.G.O. is a major part of the outreach strategy of St Marks Church in reaching Haydock with the love of Jesus.

St Mark's, Haydock are passionate about people knowing Jesus, loving each other, and caring for our community.

To help T.A.N.G.O. in its mission, St Mark's are looking to appoint a Kitchen & Café Assistant.

The main responsibilities of the Kitchen & Café Assistant are to:

- To assist with ensuring compliance of current legislation regarding the safe preparation and delivery of food including food hygiene standards and the safe preparation of food
- To assist with all aspects of operations within the T.A.N.G.O. Community Café including the Outdoor Dog Friendly Café, from Food prep, to waiting on tables, engaging with customers in a friendly manner and cleaning
- To assist with the supervision and organising of staff and volunteers, including staff rotas, within the Catering Team

The job is for **15 hours per week**, in general 3 x 5 hour shifts starting 09:30 – 14:30 Tuesday - Thursday

Flexibility Monday – Thursday is required for holiday cover.

The salary is paid at **Real Living Wage** (set by the Living Wage Foundation), which is currently **£9.90 per hour**. You will have the option to join the workplace pension scheme.

The Kitchen & Café Assistant role offers an exciting opportunity to serve your community via our wonderful T.A.N.G.O. Community Café. In this role you will assist the Café Team Leader to manage and co-ordinate the daily running of the community café, a place that offers affordable food, sanctuary and a friendly space. We are looking for a friendly and enthusiastic person who will assist with pioneering a new vision into the T.A.N.G.O. café. As

well as the day-to-day duties of running a café, we would love to welcome a new Kitchen & Café Assistant onto our team who has a real passion and a heart for community spirit.

The **holiday allowance is 102 hours** p/a, to be used over the year (this is equal to 6.8 weeks per annum inclusive of bank holidays).

If you would like to be a part of an exciting team, and to be an essential part in helping the Church and T.A.N.G.O in it's outreach mission, then please **download a job pack** (using the buttons below), or contact the office if you have any questions.

Phone: 01744 602641 Email: tangoadmin@stmarkshaydock.org

The closing date for applications is 5pm on Sunday 10th July 2022

St Mark's, Haydock are based in St Helens Deanery, and are part of the Liverpool Diocese in the Church of England

This post is subject to an enhanced Disclosure and Barring Service (DBS) criminal records check.

Kitchen & Café Assistant – Job Description

Job Purpose:

The kitchen & Cafe assistant role offers an exciting opportunity to serve your community via our wonderful T.A.N.G.O. Community Café. In this role you will assist the T.A.N.G.O. Café Team Leader and help to co-ordinate and manage the daily running of the community café, a place that offers affordable food, sanctuary and a friendly space.

Job Requirements and Benefits:

Role title	Kitchen & Café Assistant
Location	St Mark's Centre, Park Street, Haydock, WA11 0BG
Timings	15 Hours per week 3 x 5 hours shifts starting 09:30 – 14:30 Tuesday – Thursday. Flexibility Monday – Thursday is required for holiday cover.
Contract	Permanent, with the provision of successfully completing a 6-month probationary period
Salary	Real Living Wage – currently £9.90 an hour, £7,722 per year
Holidays	The holiday allowance is 102 hours per annum (this is equal to 6.8 weeks per annum inclusive of bank holidays)
Notice Period	2 months
DBS	Enhanced DBS Check Required
Location	St Mark's Church Centre
Other Benefits	The Employer will be responsible for normal deductions for PAYE/NI contributions. A pension scheme is available

Key Attributes

Essential

- A motivated, positive, and pro-active personality
- Food hygiene qualifications
- The ability to work well under pressure
- A flexible attitude to meet the changing demands of the role
- Good communication skills
- Experience of cooking in a professional kitchen
- A full UK driving licence
- An organised character, with the ability to learn from others and have the confidence to lead and co-ordinate the team when needed
- A longing to serve, help and make a difference
- A team player who can see what needs to be done and has the initiative and tenacity to implement as appropriate
- To respect and support that we are a Christian organisation with a heart for the community

Desirable

- Strong interpersonal skills with the ability to respond tactfully, diplomatically and sensitively
- Understand the ministry and the importance of our outreach work that the café provides for
- A passionate disciple of Jesus
- A regular worshipping and active member of a Christian church for at least the last 3 years
- To currently be or become a weekly worshipping member of St Marks Church Haydock
- A digital native, readily using media and other methods to reach out to the community

Responsibilities

- 1) To assist with compliance of current legislation regarding the safe preparation and delivery of food
 - 2) Conforming with food hygiene standards and the safe preparation of food
 - Recording temperature checks
 - Food allergy procedures
 - 3) To assist with all aspects of operations within the T.A.N.G.O. Community Café including Kitchen, Front of House and the Outdoor Dog Friendly Café
 - 4) Engage with customers in a friendly manner taking their food orders
 - 5) Assist with menu planning, cooking and pricing of daily menus
 - 6) Assist with monitoring and maintaining required food stock levels including shopping and ordering
 - 7) General cleaning
 - 8) Detailed cleaning
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- 9) Assist with overseeing the supervision of staff and volunteers in the Catering Team
 - 10) Assist with supervising and training vulnerable adults
 - 11) Assist with organising staff levels / rota / cover for holidays
 - 12) Ensuring all team members use good working practices when in contact with children and vulnerable adults
 - 13) Ensuring the kitchen hygiene rules are observed and adhered to by all staff
 - 14) Ensuring the safe storage of perishable food stocks
 - 15) Upkeep of Food Standards Agency Documentation
 - 16) Ordering of cleaning equipment
 - 17) Problem solving within the kitchen environment
 - 18) Key holder, opening up and locking and securing the building
 - 19) Cashing up the till and bringing the takings to the safe
 - 20) Engaging with the customers and centre users, groups and group leaders
 - 21) Assist Café Team Leader at regular team meetings
 - 22) To assist the team leader with hosting, planning and organising of special events with the catering team e.g Christmas dinners / party
 - 23) To attend T.A.N.G.O. core staff meetings bi-monthly
 - 24) To identify any development opportunities and report them to the T.A.N.G.O Café Team Leader
 - 25) To identify any Food Hygiene or Health and Safety risks and report them to the T.A.N.G.O. Café Team Leader
 - 26) Attend any identified Training Courses relevant to the post.
 - 27) Attend the daily ¼ 2 TANGO prayer meeting
 - 28) Any other duties that fall within the remit of the post
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