



## MID ARGYLL COMMUNITY ENTERPRISES LTD

**Café Cook/Supervisor**  
**Full Time 40 Hrs/Week**

### JOB DESCRIPTION

#### MID ARGYLL COMMUNITY ENTERPRISES LTD

Mid Argyll Community Enterprises Ltd (MACEL) is a Company Limited by Guarantee with charitable status in Scotland. It is responsible for running MACPool Activity Hub. The pool is staffed by a small, dedicated team including Activity Hub Manager, Assistant Hub Manager, a range of Shift Supervisors, Leisure Assistants, volunteers and teachers.

We are seeking a dynamic and highly motivated Café Supervisor to join the team at Mid Argyll Community Pool to support operations and help develop the enterprise to the benefit of the local community.

#### MISSION STATEMENT:

MACPool Activity Hub is a social enterprise enabling the community to swim and take part in sports, leisure and social activities in support of health and wellbeing. We deliver this through quality in our facilities, service and partnerships.

**JOB TITLE:** Café Supervisor,  
MACPool Activity Hub

**RESPONSIBLE TO:** Activity Hub Manager

**HOURS** Full Time 40 hours/week

**SALARY:** tbc

**JOB PURPOSE:** To prepare, cook and serve meals and snacks and oversee the general operation of the cafe and its facilities; raising revenues to support the sustainable development of the Activity Hub in accordance with the strategic direction set by the Board.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

- Ensure that high quality service and best value are delivered to our customers.
- Ensuring that stock, consumables and other goods are ordered on time to ensure that the menu can be provided.
- Preparing and cooking of meals and snacks.
- Ensuring that portion control follows set guidelines when serving meals.
- Carrying out general kitchen duties such as setting up and clearing away equipment and tables, cleaning of kitchen and equipment, dishwashing, etc.
- Assisting with the administration and completion of monthly paperwork to ensure that stock control and food costs are monitored.
- Assist the Hub Management team to ensure standards are maintained, improvements developed and issues addressed in a timely manner.
- Ensure that the kitchen operates within the guidelines and agreed procedures.
- Ensure that food hygiene standards are met.
- Develop strong, positive working relationships with colleagues within the Activity Hub.
- Ensure effective communication within the kitchen.
- Ensure employees within the Café area comply with the Health and Safety at Work procedures and ensure safe systems of work are used at all times.
- Undertake other duties appropriate and as required by the line manager.
- Assist in the marketing and development of the café facility

## **QUALIFICATIONS**

- Elementary Food Hygiene certificate

### **Knowledge, Skills and Abilities**

- Experience of cooking and food preparation in a commercial environment
- Experience of menu planning
- Experience of simple cooking, food preparation and serving of food and drinks
- Experience of working with a Safe Food or HACCP system
- Advanced communication skills
- Proactive team-player, able to deliver results with minimum supervision
- Good financial understanding and commitment to community enterprise
- Excellent time-management, customer service and networking skills
- The ability to organise and deliver results under pressure

### **Personal Characteristics**

- Excellent attention to detail, methodical and fastidious
- The ability to engage and inspire stakeholders.
- A passion for community
- Good interpersonal skills
- A positive attitude and pro-active nature

### **Additional Information**

1. This position falls within the scope of the Protecting Vulnerable Groups (PVG) scheme and the successful applicant may be required to gain membership of this scheme.
2. The post-holder must be prepared to work flexible hours, which will include evenings and weekends.