



About Us

The Community Café opened up in Poringland community centre in August of 2020. This was during a difficult time for hospitality and it was felt that there was a need for a community facility that sold basic food and drinks in a Covid environment, without going into direct competition with our local pubs.

The community café now affectionately called CC's, has gone from strength to strength and now sells a range of drinks, savoury snacks and homemade cakes. We open five days a week between 9am and 3pm and also offer catering to local businesses.

The café is run by a café supervisor, a café assistant (10 hours a week) and a team of local volunteers. The café is currently open:

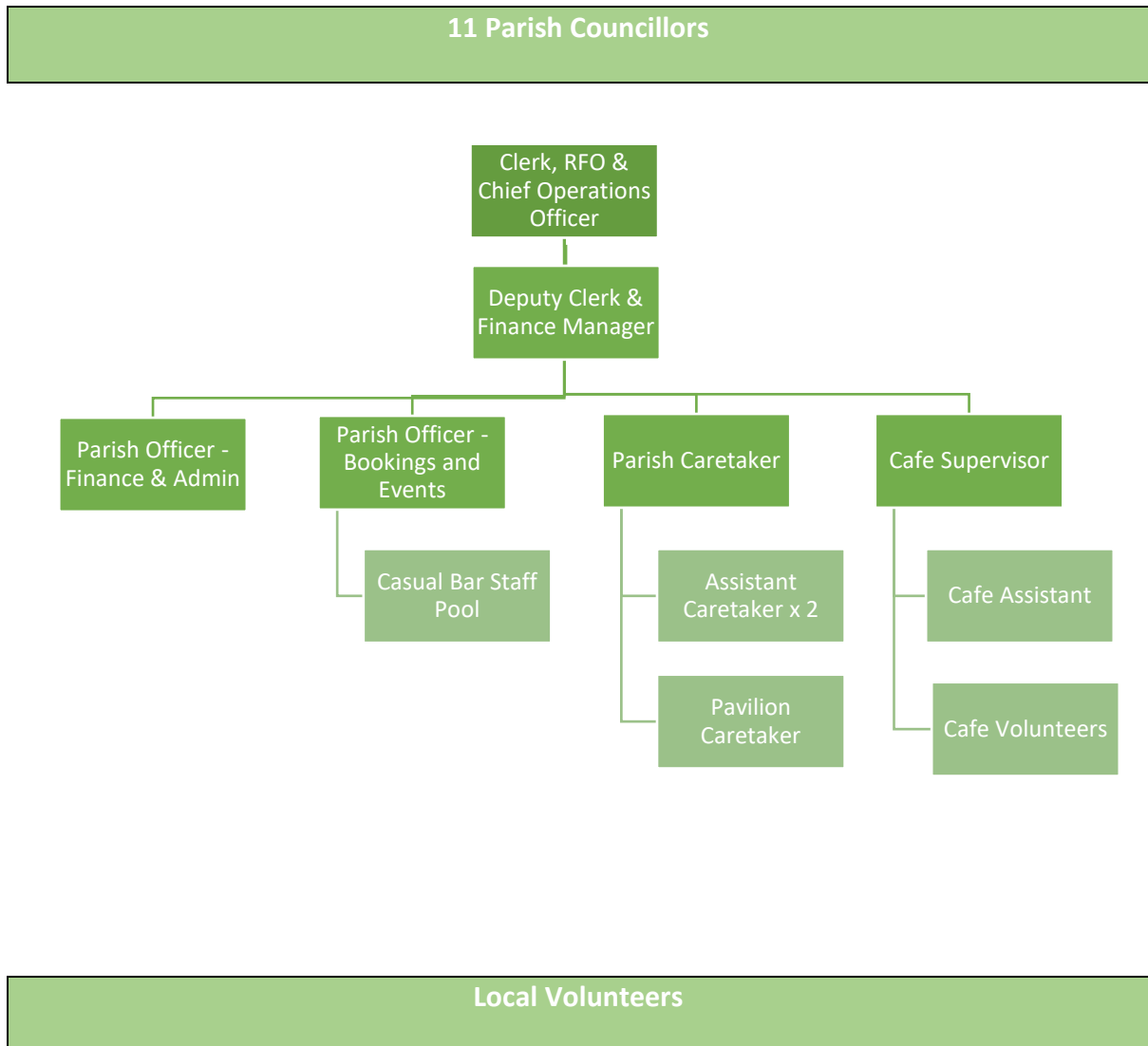
Monday - Friday 9am – 3pm

The kitchen has undergone a remodel in the past 18 months and it boasts all the mod cons you would expect from a commercial kitchen.

If you thrive in a hospitality environment which excels in friendly, welcoming customer service this could be the role for you. No two days are ever the same as we welcome both regular and new customers to our facility. Despite the role being specific to the café, it plays an important part in contributing to the objectives of Poringland Parish Council as a whole. Despite all members of Parish Council staff having different roles, they are of equal importance and working together we contribute to the services that are valued by our residents.

Charlotte Hummel – Clerk to Poringland Parish Council

Our Organisational Chart



All our councillors are volunteers, each of which bring specific skillsets to the council. We also have local volunteers such as our tree warden who assist us in the service provision for the village.

Outline Terms and Conditions:

Role: Café Supervisor

Salary: NALC LC1 SCP 7 rising to LC1 SCP 12. Starting salary: £12.63 per hour

Probation: The role is subject to a six-calendar month probationary period.

Pension: NEST

Hours: 30 hours a week, worked flexibly according to the needs of the Council.

Leave: 28 days (pro rata).

Place of work: Poringland Community Centre, Overtons Way, Poringland NR14 7WB

* Hourly rates correct at the time of going to print

PORINGLAND PARISH COUNCIL

Job Description – Café Supervisor

Employer:	Poringland Parish Council
Job Title:	Café Supervisor
Place of Work:	Poringland Community Centre
Reporting to:	The Parish Clerk

Key Responsibilities

- Setting up and closing of the café each day. This will include ensuring that high levels of cleanliness are maintained in the kitchen and café area throughout the day. All cleaning items and consumables will be provided by the Parish Council.
- Enhance, develop and preparation of baked goods, food and drink items as agreed with by the Clerk/Parish Council.
- Serving of customers in a professional and courteous manner.
- To ensure food and drink are prepared and stored in line with prevailing guidelines, including temperature checks of appliances and food items.
- Maintaining high levels of cash management, ensuring both cash and card receipts are kept securely. To assist with cash reconciliation after closing and maintain a record of daily sales.
- To work in conjunction with the Clerk on a weekly basis of low stock items and a shopping list of what requires ordering.
- Supervising other members of cafe staff and volunteers of the café to ensure the smooth running of the café.
- To prepare staff rotas for the café.
- To notify the Clerk of any problems which arise within the café.
- To make suggestions of improvements to the café and its running and to review the sales data with the Clerk on a monthly basis.
- To adhere to any changes in legislation or guidelines in relation to the café, as communicated by the Parish Council. These include, but are not limited to, Food Safety and Health & Hygiene and undertaking periodic training at the request of the Parish Clerk.
- The successful applicant will need to hold or be prepared to undertake and complete Level 2 Food & Hygiene Certificate and an Introduction to Allergens (Poringland Parish Council will pay for this).

The Parish Council may alter or vary this job description in the light of changing circumstances.

PORINGLAND PARISH COUNCIL

PERSON SPECIFICATION

Job Title: Café Supervisor

Job Location: Poringland Community Centre

	Essential	Desirable
Qualifications, Education and Training	<ul style="list-style-type: none"> • Good Understanding of Food Hygiene • Holds, or is prepared to undertake Level 2 in Food & Hygiene Certificate 	<ul style="list-style-type: none"> • Allergen training • Other food hygiene or food preparation qualifications
Skills	<ul style="list-style-type: none"> • Ability to work as part of a team but also under own initiative. • Good communication and customer service skills. • Ability to understand procedures and orders. • Ability to adapt to change • Good organisational skills 	<ul style="list-style-type: none"> • Use of a till • Use of a card machine • Dealing with cash and credit cards • Use of commercial kitchen equipment
Knowledge	<ul style="list-style-type: none"> • Basic food hygiene 	<ul style="list-style-type: none"> • Knowledge of a parish or town council.
Experience	<ul style="list-style-type: none"> • Experience of working in a team • Working with members of the public • Baking/Preparation of food 	<ul style="list-style-type: none"> • Experience of working in hospitality
Personal Qualities	<ul style="list-style-type: none"> • Willing to undertake necessary training as may be agreed. • Confident and self-motivated. • Pleasant, friendly, tactful and discreet nature 	<ul style="list-style-type: none"> • Enthusiastic, flexible and willing to participate in matters relating to the Council's work. • Flexible with working times
Other Factors	<ul style="list-style-type: none"> • Lawfully permitted to work in the UK. • Fluent English speaker* 	

*This role is a customer facing public sector role as defined within Section 7 of the Immigration Act 2016.

For more information, or a confidential discussion, please contact the Parish Clerk, Charlotte Hummel, on 01508 492182 or email clerk@poringland-pc.gov.uk

Closing date for applications – 05/04/2024