

# Taste Cafe & Open Table Lead

## Role Description and Person Specification



The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

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The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

## Role Description

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<b>Main purpose of the role</b>	To provide management support to the hospitality team, serving people in the community.
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**What the role involves** You will be expected to:

- Be aware of and comply with all relevant safeguarding requirements
- Ensure the environment is safe for everyone involved
- Know how to respond to and report any safeguarding concerns or allegations
- Washing and drying up making hot and cold drinks basic food preparation taking orders from customers serving customers at the table by taking them their food and drink There may be additional opportunities to support the hospitality team at internal events, such as ordinations, concerts. The management of the function of the hospitality for that shift – this includes ensuring adequate staffing level available and making an operational decision if staffing level is low; allocating roles and tasks to team members according to ability, preference and training level; to ensure food safety paperwork is completed accurately; to ensure team members observe food safety standards by demonstrating and encouraging best practise at all times, challenging any food safety breaches sensitively and discreetly; adhering to safeguarding practises should a safeguarding incident occur; inform staff members of any pastoral or safeguarding support needs; ensure physical environment is safe and inform staff team if there are Health & Safety concerns; manage food stocks in terms of best before dates and informing staff of stock requirements. Monitor cleaning within the hospitality spaces, allocating cleaning tasks to the team and observing pest control requirements and rubbish disposal.
- Ensure that personal data is stored securely
- Attend meetings for your support, guidance or supervision

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**When and where you will be doing it**

Open Table – Monday evenings between 4pm-6pm

Taste Café – Tuesday-Friday between 10.30am and 1.45pm

Both activities on site within St Laurence's Church

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**Disclosure and Barring Service check**

An enhanced check is required for adult workforce.

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**To whom you will be responsible**

Kitchen Manager and Staff Member on Site

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**Safeguarding training requirements**

The following safeguarding pathways will need to be completed:

- Basic Awareness
  - Foundation
  - Domestic Abuse
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**Support you will be given** Food safety support and guidance from Kitchen manager

Access to mental health and wellbeing activities and groups

Pastoral support from staff member on site

Supervision support from Kitchen manager

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**Other information** Training requirements  
Internal food safety training (which includes allergen training)

On-site induction

Foundation safeguarding training

Raising awareness of domestic abuse training

Neurodiversity training

Introduction to mental health and wellbeing

Introduction to conflict

Effective communication

First Aid

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## Person Specification

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**Knowledge, skills, experience, personal attributes, qualifications or other requirements**

This role requires someone who:

- Pays attention to detail
  - Understands and maintains appropriate boundaries of confidentiality
  - Has access to the internet and is confident using email
  - Has good administrative skills
  - Has good communication skills
  - Has good computer skills
  - Builds good relationships with tact and sensitivity
  - Is an encourager, able to nurture skills in others
  - Is approachable and empathetic
  - Is punctual
  - Is willing to develop skills and to engage with training
  - Treats everyone with respect and dignity
  - Works well as part of a team
  - Is physically able to cope with the role
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## Additional Information

The following information is relevant to **everyone** who has a role in the church.

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**Promoting a Safer Church** Everyone must read and have access to the Church of England's safeguarding policy statement entitled [Promoting a Safer Church](#).

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**Training** Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's [Safeguarding Training Portal](#). However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.

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**Policies and Procedures** Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

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St. Laurence's is a Registered Charity No. 1175130

## Document Approval

This document was approved by Neil Kelley on 30/06/2025.