

The Parish of Chorley, St. Laurence Parish

TASTE Café Co-ordinator

Role

We are looking for a gifted, experienced and skilled Co-ordinator to serve on a part-time basis to support our hospitality ministry. The purpose of the role is to supervise and facilitate the smooth running of our daily food provision, working closely with a large number of volunteers.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

Along with our clergy and staff team, this post is key in enabling growth in the ministry and mission at St Laurence's. The post-holder will be expected to be a key face and voice of the church to the wider community, better enabling us to serve our parish.

This position requires a degree of professionalism, resilience and the ability to work in an ever-changing environment, where multi-tasking is essential. Equally the post-holder will need confidence and proven organisational skills, along with experience in food provision to the general public.

Context

St. Laurence's is the ancient parish of Chorley, dating back to the 1300s, it is a primarily residential and the church provides focal points for various community activities. Prior to the Covid pandemic, the PCC had embarked on a Mission Action Plan to enable us to have a clearer sense of our vision, values and priorities as well as raising our profile in the local community. This is in the process of being revisited as restrictions are lifted. Throughout the pandemic we provided regular meals for the homeless and vulnerable (even on Christmas Day) and many of our members are actively involved in charitable causes. During the pandemic we also began an emergency food parcel service and we work closely with Chorley Council to deliver this.

We are a growing and vibrant church community with a diverse range of activities taking place outside regular service times.

Aims

We aim to offer food, warmth and fellowship each Tuesday to Friday, whilst continuing our existing Monday evening Open Table offering for those in need of a hot meal.

To give this provision its own identity we have taken Psalm 34 as our inspiration and offer the name **TASTE** and see that the Lord is good which we can shorten to **TASTE** as we promote the community café element of our provision.

TASTE is a place where all feel welcome, whoever they are and where they can find people ready to listen, hot food, drink and somewhere to belong. This might include parishioners, families, the homeless, the financially vulnerable, those with health issues and those who like good coffee in friendly surroundings.

Location and Hours

The post is based in the Refectory of St Laurence's church building and is initially scoped for 8 hours a week, 2 hours each day Tuesday – Friday between 11am and 1pm.

Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary will be £8.92/hour paid monthly in arrears by direct transfer. The gross annual salary will be £3710.72. This salary equates to a full-time gross annual salary of £16,234. This is a 12 month post, with a possible extension, subject to funding. We are able to fund this initial post through the generosity of donations specifically to our Hardship Fund.

There will be a three-month probationary period with a one-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days (pro-rata). Leave should be arranged in advance with the line manager.

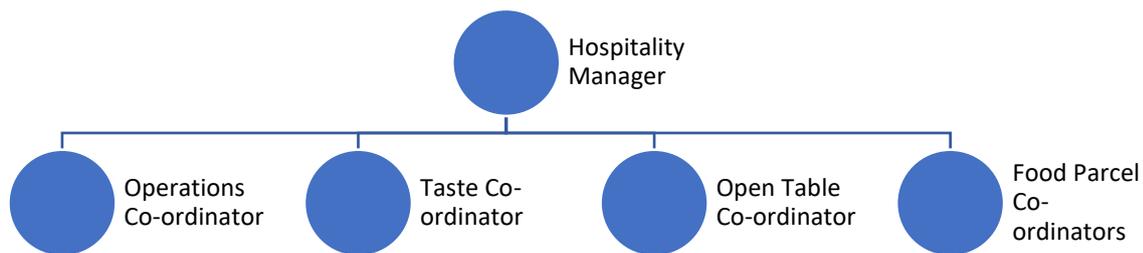
The Line Manager will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the line manager and will be paid at the hourly rate.

Main Duties and Responsibilities

To be present in TASTE for 2 hours each Tuesday to Friday between 11am and 1pm (Service runs from 11am to 2pm each of these days)

1. To ensure all equipment and consumables are available and (where relevant) in good working order and give at least two weeks' notice for new stock requirements to Hospitality Manager
2. To monitor menu preferences and ensure all menu and allergy information is available and balanced across the week
3. To check all food required is available and prepared to a consistent standard and ready to serve each day on time
4. To manage the implementation of food hygiene standards and ensure all team members follow agreed procedures
5. To ensure all receipts and daily records are kept up to date according to ascribed processes
6. To have a regular weekly catch up with the operations manager and fortnightly catch up with the hospitality manager

Accountability and hospitality team



The hospitality manager is chair of the Hospitality Committee and is accountable to the PCC (Parochial Church Council) of the church.

The post holder will serve as co-ordinator of the food provision from Taste Café each Tuesday to Friday.

They will liaise with the Operations Co-ordinator and Open Table co-ordinator re rotas and menu on a weekly basis, and with the Manager on a fortnightly basis.

Person Specification

Requirement	Essential Or Desirable?	How assessed? Curriculum Vitae (CV) and Interview (I)
Qualifications <ul style="list-style-type: none"> • Food hygiene certificate Level 3, or willingness to complete 	Essential	CV
Experience <ul style="list-style-type: none"> • Experience of working in similar role • Experience of working as a team leader • Experience of managing a busy kitchen and co-ordinating menu provision • Budgeting and stock management 	Desirable Desirable Desirable Essential	CV & I
Knowledge <ul style="list-style-type: none"> • Sympathy with the aims, mission and values of the Church of England • Food hygiene procedures to Level 5 Certificate standards of cleanliness 	Essential Essential	CV & I
Skills and competencies <ul style="list-style-type: none"> • Interpersonal communication skills – • Strong attention to detail • Strong planning skills with ability to work independently and manage workload • Excellent organizational skills • Volunteer support and management • Food preparation • Menu planning • Ability to work flexibly 	Essential Essential Desirable Essential Essential Essential Essential	CV & I

Personal attributes <ul style="list-style-type: none"> • Able to understand and apply systems • Ability to make decisions and take initiative • Motivated to deliver consistent high standard • Flexible and unflappable! • Relaxed and friendly outlook • Ability to manage the unexpected • Enjoy learning and new experiences 	Desirable Desirable Desirable Desirable Desirable Desirable Desirable	CV & I
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Application process

If you wish to apply for this post, please send your CV with a covering letter (outlining why you think your experience and attributes would make you a good addition to our team) to curate@stlaurencechorley.co.uk

If you would like to visit the kitchen before applying, or have any questions, please contact the parish office on 01257 231360

Timeline:

Closing date 9am on Monday 26 April

Interview Tuesday 4 May (tbc) (in a Covid-secure context)

Start in Post on (or soon after) 11 May 2021

Any successful appointment is subject to satisfactory references. The person appointed would be required to undertake relevant safeguarding training and keep up to date with food hygiene regulations and best practice.