**Job Advert. – *To be completed for every vacancy***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Ref. No: *to be completed by HR*** | 1043MO | | | | | | | | |
| **Indeed/Social Media Initial Wording** | Due to continued growth and a busy summer ahead, we are looking for a 2nd Chef to join our team in The Dovecote Café. Working closely with our head chef, you will take an important role within the team.  The Dovecote has become a popular stop for locals and Dorset explorers, and as part of The Walled Garden and Employ My Ability, we are a unique space that welcomes customers 7 days a week, while also allowing EMA students to complete their studies and gain valuable experience.  Café work can be busy, but we have no split shifts, no evening work, and we’re closed over Christmas and New Year. We believe the beautiful location, and friendly team offers job satisfaction you don’t often find in a café environment, so if this sounds appealing to you, please do get in touch!  We look forward to hearing from you. | | | | | | | | |
| **Job Role:** | Second Chef | | | | | | | | |
| **Indeed & Website Initial Wording** | Second Chef required for busy café and college learning environment. No Split shifts & Christmas shut down. | | | | | | | | |
| **Department:** | The Dovecote Cafe | | | | | | | | |
| **Location:** | The Walled Garden Moreton | | | | | | | | |
| **Reports to:** | Head Chef | | | | | | | | |
| **Remuneration & Rewards Package,** *include sleep-in rates, bonuses, etc.* | * **£27,039.48 /annum** * 32 days annual holiday (inclusive of Bank Holidays) – pro-rata for part-time staff | | | | | | | | |
| **Working Days/Hours:** | **5 days over 7 days** | | | | | | | | |
| **Type of Contract:** | Full Time | ✔ | | Part Time | |  | | Zero Hours |  |
| Salaried | ✔ | | Hourly Paid | |  | | TTO-Term Time Only |  |
| **Notice Period:** *after probation period* | **6 Weeks** | | | | | | | | |
| **Equipment Required** | Mobile Phone | | Laptop | | Fob(s)specify where for below | | Otherspecify details below | | |
| **Tick here if required** |  | |  | |  | |  | | |

|  |  |
| --- | --- |
| **Main purpose of job role:** | To assist the head chef and produce meals and services within the required deadlines and to the company’s set standards and customers’ satisfaction. To support Employ My Ability SEND students with their learning aims. |
| **Key tasks:** | * Working along side the head chef and running the kitchen on his days off * Cooking from the menu * Assisting with new menu ideas and specials * Daily food preparation * Ordering from suppliers and keeping within budgets * Ensuring the required daily paperwork is complete * Working with students and service users - ensuring they receive quality and relevant work experience whilst in your teams care |
| **Other duties/responsibilities:** | * To carry out such other duties as may be required by the Education Department and Employ My Ability Partners. |
| **Safeguarding:** | Employ My Ability is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.  Applicants will be required to undergo child protections/adult safeguarding screening appropriate to the post, including checks with past employers, and an enhanced DBS check.  It is a criminal offence for those who are barred from working in a regulated activity to apply for this role. |
| **Equality & Diversity:** | Employ My Ability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.  Employ My Ability is a Disability Confident  employer. |
| This role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.  All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. | |
| **Closing Date:** | **14/03/2025** |
| **Interview Date(s):** | **Shortlisted candidates will be contacted and interview arranged as quickly as possible** |