**CAFÉ BAR COOK**

## APPLICATION PACK

Thank you for your interest in the above vacancy.

**How to apply**

Please complete the following:

1. Application form
2. Up to date CV which explains any gaps in employment

Once you have completed your application form and CV, please email them to: [allegragalvin@creativefoundation.org.uk](mailto:allegragalvin@creativefoundation.org.uk) (preferred)

Alternatively, please return them to:

Allegra Galvin  
Quarterhouse Director

Creative Foundation

Quarterhouse  
Mill Bay

Folkestone

Kent CT20 1BN

If you have any questions relating to this vacancy, please contact Allegra Galvin by email: [allegragalvin@creativefoundation.org.uk](mailto:allegragalvin@creativefoundation.org.uk)

**Deadline**

Applications open on Tuesday 8th August. We will consider applications from Friday 11th August and will close for further applications when we have filled the vacancy. We therefore recommend that you apply as soon as possible.

Interviews will take place in Folkestone on Friday 18th August, and we may continue to hold interview dates until all Café Bar roles are filled.

**ABOUT THE OPPORTUNITY**

We are looking for at least two enthusiastic, capable Café Bar Cooks for our venue café, The Clearing. The Clearing is a ‘pop up’ for 13 weeks, during the Folkestone Triennial and Folkestone Book Festival. Subject to review of the operation, we hope to extend The Clearing into a permanent café. We will serve breakfast and lunch using ingredients sourced locally. You will be required to work as part of a small team, with sole responsibility for the running of the kitchen on your days in.

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

<http://www.creativefoundation.org.uk/>

**Creative Foundation projects**

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

Folkestone [Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

**JOB DESCRIPTION**

**Job Title:** Café Bar Cook

**Salary range:** £11.00 per hour (equivalent to £22,800 per annum)

**Reports to:** Café Bar Supervisor

**Location:** Based at Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN

**Hours:** The café is open from the 31st August to 1st December 2017, 7 days a week. Regular hours 9.00 to 17.00, service 10.00 till 16.00. Flexible work hours may be required to cover events which will include early mornings/ late nights and weekends. We are hiring at least two cooks to cover the opening hours, we will discuss with successful applicants how many hours they would like to fill per week. These will be offered on a 3-month fixed term contract, with the possibility of extending the contract upon review of the café operation.

**Purpose of Job/Key Objectives**

**JOB PURPOSE**

Ensuring the Café Bar food offer is prepared efficiently and compliantly, to high standards and within agreed budgets.

**KEY RESPONSIBILITIES**

* Plan and undertake all food preparation for the Café including simple breakfast and lunch items and event menus as agreed;
* To order stock, maintain optimum stock levels and minimise food waste whilst working within the budgeted GP;
* Promote high levels of cleanliness and hygiene in the kitchen at all times and ensure the maintenance of equipment and machinery;
* To make an active contribution to the day-to-day operation of Quarterhouse by attending team meetings as required;
* Adhere to Health & Safety and food hygiene regulations including providing allergen information;
* Represent the organisation in a positive manner;
* A flexible approach is required for this role, as additional duties commensurate with the role may occur from time to time. This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform;
* The job description will be reviewed after December 1st and may be changed in the light of experience and in consultation with the post-holder.

**KNOWLEDGE & EXPERIENCE**

* Relevant experience in a catering and hospitality environment
* A passion for preparing high quality, locally sourced food
* Experience of maintaining accurate and up to date kitchen and stock records
* Experience of stock ordering and control
* Food Hygiene or Food Handling qualification
* A working knowledge of Health and Safety
* Ability to adhere to a budget

# SKILLS & ATTRIBUTES

* Good communication skills
* Good organisation skills
* Team Player
* Calm, focussed and motivated under pressure
* Efficient, hard-working and energetic
* Committed to Folkestone’s regeneration through the arts
* Flexible approach to working within a busy and demanding environment.

**CAFÉ BAR COOK**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| Are you legally eligible for employment in the UK? |
| How did you hear about this vacancy? |
| What is your earliest availability to take up this new position?  The Café Bar is open 7 days a week. Please indicate your preferred working pattern by ticking the appropriate boxes:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | MON | TUES | WEDS | THURS | FRI | SAT | SUN | | AM |  |  |  |  |  |  |  | | PM |  |  |  |  |  |  |  | |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

This section will be separated from your application on receipt. Any information provided is strictly confidential and will not affect your application.

**Job Title:** Creative Quarter Administrator (maternity cover)

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| **Gender:** | | Male | | |  | | | | 🞎 | | |
|  | | Female | | |  | | | | 🞎 | | |
|  | | Transgender | | |  | | | | 🞎 | | |
|  | | Prefer not to answer | | |  | | | | 🞎 | | |
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| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | | |  | | | | 🞎 | | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | | | | | |
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| A | White | | |  | | |  | | |  | | |
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|  | British | | |  | | |  | | | 🞎 | | |
|  | English | | |  | | |  | | | 🞎 | | |
|  | Scottish | | |  | | |  | | | 🞎 | | |
|  | Welsh | | |  | | |  | | | 🞎 | | |
|  | Irish | | |  | | |  | | | 🞎 | | |
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|  | Any other white background, please write in:  ………………………………………………… | | | | | | | | | | | |
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| B | Mixed | | |  | | |  | | |  | | |
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|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | | | | 🞎 | | |
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|  | Any other Mixed background, please write in:  ……………………………………………………… | | | | | | | | | | | |
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| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | | | | | | | |
|  |  | |  | | |  | |  | | |
|  | Indian  Pakistani | | | | |  | | 🞎 | | |
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|  | Bangladesh | | | | |  | | 🞎 | | |
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|  | Any other Asian background, please write in: | | | | | | | | | |
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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | |
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|  | Caribbean |  | | 🞎 |
|  | African |  | | 🞎 |
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|  | Any other Black background, please write in: ……………………………………………………… | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | |
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|  | Chinese | |  | 🞎 |
|  | Vietnamese | |  | 🞎 |
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|  | Any other Chinese background, please write in: …………………………………………………… | | | |
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| F | Other Ethnic Group | | |  |
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|  | Please write in: ………………………………………………… | | | |
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| **Disability monitoring** | | | |  |
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| Do you consider yourself disabled? | | | |  |
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| Yes | |  | | 🞎 |
| No | |  | | 🞎 |
|  | |  | |  |
| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | |
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| …………………………………………………………………………………………………… | | | | |