

Dear Applicant,

**Re: Cook Blackshaws Cafe**

Thank you for applying for the above post.

Please find attached

- Application form
- Job Description and Person Specification
- Equal Opportunities monitoring form

Terms and conditions:

Salary – Negotiable subject to experience

22 days paid holiday in Year 1 & 2, 25 days in year 3 & 4, 30 Days in year 5 plus 8 days Bank Holidays.

Final salary pension scheme (Greater Manchester Pension Fund)

In house training and development opportunities

Hours to be agreed but no evening work. You will be required to work weekends and bank holidays

We will accept CV's, however you must complete

1. Equal Opportunities Monitoring forms
2. page 4 on the application form, explaining why you have applied for this post
3. The Rehabilitation of Offenders Act on page 5
4. Declaration, on page 5

If you are not submitting a CV please complete all parts of the application form and return in the pre-addressed envelope provided.

Yours sincerely

**Lynn Bradley**

Human Resource Administrator

**Pure Innovations Limited**

Sanderling Building

Bird Hall Lane

Cheadle Heath

Stockport

Cheshire

SK3 0RF

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**f.** 0161 491 6236

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## JOB DESCRIPTION FOR THE POST OF COOK – BLACKSHAW'S CAFÉ

### Main purpose of the Job:

To run Blackshaws Café located in the heritage market place in the town centre of Stockport offering a high quality customer experience/satisfaction.

To train, support and encourage people with a learning disability to do voluntary work in the café environment.

### Responsibilities:

1. Prepare and serve food and beverages to the public using fresh food produce to the standard and technical specification of Blackshaws recipes, including a Tapas' speciality dish
2. Prepare and deliver corporate buffet orders to a high standard of quality
3. Supervise and train catering assistants, front of house and waiting on staff
4. Ensure a high quality customer experience and customer satisfaction
5. Manage stock control and food ordering ensuring correct quantity and rotation
6. Comply with food safety methods and food hygiene legislation, ensuring compliance of legal responsibilities of the Food Safety Act
7. Secure premises as and when required
8. Support and encourage people who have a disability to participate in meaningful activities in the café
9. Ensure the café is kept to a high standard of cleanliness
10. Manage and reduce wastage
11. Attend relevant training and team meetings
12. Comply with Pure Innovations policies and procedures
13. Complete accurate paperwork as required in the specified timeframe
14. Comply with Health and Safety Policy and procedures
15. Adhere to any licensing regulations and guidelines
16. To operate, maintain and comply with the safety requirements of the following equipment:-
  - Oven/Hob/Grill
  - Panini Machine
  - Coffee Machine
  - Cash Register
  - Fridges and Freezers
  - Dishwasher
  - Pans/Crockery/Utensils
  - Other kitchen equipment relevant to the post
17. Manage salary costs during quiet periods by reducing staff hours
18. Ensure a high standard of personal hygiene and professional image is maintained at all times for self and staff
19. Complete daily and weekly banking in line with Pure Innovations banking procedures
20. Keep accurate finance records
21. Keep within budget for agreed food costs and staffing
22. Report any financial discrepancies immediately
23. To have a flexible approach to the hours worked in accordance to the needs of the business
24. Any other duties as required

**PERSON SPECIFICATION FOR THE POST OF COOK – BLACKSHAW'S  
CAFÉ**

**ESSENTIAL CRITERIA**

1. A minimum of three years experience working in the Catering and Hospitality Industry in food preparation and service
2. Strong organisational skills and prepared to take responsibility for the running of the cafe, working flexibly and under pressure
3. Experience of preparing a wide range of speciality dishes – Tapas/combo's/starter courses etc and working with fresh produce
4. Good attention to detail and consistency when preparing and serving dishes
5. A passion and commitment to delivering high quality food to set recipes and technical specifications that turns out good food every time
6. Experience in delivering high levels of customer satisfaction
7. Experience of staff supervision
8. Ability to mentor, support and train Catering Assistants, Front of House and Waiting on staff
9. Knowledge and experience of Food Hygiene Legislation
10. Experience of food ordering, stock control and rotation
11. Good attendance and punctuality record
12. Ability to work alone on a shift if necessary
13. Knowledge and experience of operating various kitchen equipment
14. Experience of complying with the Health & Safety at Work Act and taking care of own health and safety and that of colleagues and the public.
15. The ability to accept various methods of payments and follow Pure Innovations Banking Procedures
16. Good personal hygiene and smart professional appearance
17. Ability to remain calm and polite at all times
18. Ability to take responsibility for locking up and securing premises as required.

**DESIRABLE CRITERIA**

1. A catering qualification e.g. NVQ Level 3
2. CIEH Level 3 in Food Safety
3. Experience/knowledge of vulnerable people or people with disabilities

## APPLICATION FOR EMPLOYMENT

Post applied for: \_\_\_\_\_

### Personal information

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel No. Day: \_\_\_\_\_ Evening \_\_\_\_\_

Mobile No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

Do you hold a current drivers licence Yes  No

Do you have access to a car for work? Yes  No

Are you applying for this job on a part time basis Yes  No

If this job is part-time please, state preferred days and number of hours:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_



## Employment History

(Start with Current Employer)

Date		Name of employer	Job title	Reason for leaving
From	To			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			

Please continue on a separate sheet if necessary

## Education and Training History

<b>Qualification</b> e.g. GCSE/GCE, further education degrees and diplomas, professional qualifications, other	<b>Level</b>	<b>Date</b>

## References

One of the references **MUST** be your most current employer

### Most Current Employer

Name and address of employer \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Name of person to contact \_\_\_\_\_ Position in organisation \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### Previous Employer

Name and address of employer \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Name of person to contact \_\_\_\_\_ Position in organisation \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Note:- We will not take up references prior to job offer**

## Additional Information



Department: \_\_\_\_\_

**The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post.**

This means that you must disclose **ALL** criminal convictions (including those defined as **spent** under the Rehabilitation of Offenders Act), cautions, reprimands, final warnings, motor offences and any other information that may have a bearing on your suitability for the post, such as if your suitability to work with children or vulnerable adults has ever been questioned.

Failure to disclose any convictions / reprimands / cautions / final warnings or any other relevant information, may disqualify you from employment or result in your later dismissal. The Act does not provide any means of enforcing a person's right not to be refused employment.

Date	Nature of convictions / reprimands / cautions / final warnings / other relevant information: (Please include dates)

Do you have any outstanding cases waiting to be heard? Please tick appropriate box

No  Yes – give date (if known) \_\_\_\_\_ and details:

\_\_\_\_\_

Have you ever been dismissed from any previous employment Yes No

If yes, please give details \_\_\_\_\_

\_\_\_\_\_

**Do you know anyone at Pure Innovations. If yes, please state whom and your relationship with them.**

\_\_\_\_\_

**Sickness Absence Details**

How many days off sick have you had in the last 2 years? \_\_\_\_\_

How many occasions? \_\_\_\_\_

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**A Signature is required even if you have nothing to declare.**

**Data Protection**

The information you provide will only be used in conjunction with this application form.

### Equal opportunities monitoring information

Our policy is to ensure that no job applicant or employee receives less favourable treatment because of, or is disadvantaged by, any conditions or requirements that cannot be shown to be justifiable. To assist us in checking that this policy is carried out and for that purpose only, it would be help if you could complete the following. You are under no obligation to complete this section. It will not affect your application in any way.

Male  Female  Date of Birth

The following definition may provide a useful framework for candidates to consider whether their condition would be considered as a disability. ***The Disability Discrimination Act defines disability as a physical or mental impairment, which has substantial and long tem adverse effect on a person's ability to carry out normal day-to-day activities***

Do you consider yourself to be disabled Yes  No

Please give details of your disability and any adjustments you would like us to consider making

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### Ethnic Origin

To which ethnic group do you belong? Put a tick against one of the groups below:

- |                 |                  |
|-----------------|------------------|
| White (UK)      | White (European) |
| White (other)   | Black African    |
| Black Caribbean | Black (other)    |
| Irish           | Pakistani        |
| Bangladeshi     | Indian           |
| Asian (other)   | Greek Cypriot    |
| Turkish Cypriot | Other            |

If other, please specify \_\_\_\_\_

### Please state where you learned of this vacancy

Source:	Please Tick
Manchester Evening News	
Jobs Northwest	
Metro	
Guardian	
Other Paper (please specify)	
Job Centre / Job Centre Plus	
Internet	
Internal	
Word of mouth	
Other (please specify)	

Is there any further information you wish to give? \_\_\_\_\_

**The above information is important and will be used for monitoring purposes only**



**EXEMPTION UNDER THE REHABILITATION OF OFFENDERS ACT**

**This form must be completed for all jobs at Pure Innovations Ltd as Criminal Records Bureau Clearance is required.**

**Job:** \_\_\_\_\_

**Department:** \_\_\_\_\_

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No  Yes – give date (if known) \_\_\_\_\_ and details:

\_\_\_\_\_

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If yes, please give details \_\_\_\_\_

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\_\_\_\_\_

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How many days off sick have you had in the last 2 years?

\_\_\_\_\_

How many occasions?

\_\_\_\_\_

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

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