

Post	Café Cook
Reporting to	Catering Services & Bar Manager
Dated	May 2025
Salary range	£33,150 pa
Status	Permanent 37.5 hpw (Wed-Sun - 8:00am–4:00pm) Flexibility to cover events, evenings, absences/holidays

Purpose of the role

The Café Cook will assist in overseeing all aspects of daily kitchen operations at Firstsite's Berryfield Café. Working under the guidance of the Catering Services & Bar Manager, the Café Cook will help develop seasonal menus, prepare high-quality food using fresh and local ingredients, and ensure compliance with hygiene, food safety, and health regulations. This is a hands-on role involving both food preparation and supervision of casual kitchen and café assistants, including during the school holiday programme where meals are served to up to 140 people daily.

In return for your hard work and dedication you'll enjoy a wide range of benefits including:

- 25 days annual leave plus bank holidays per annum, pro rata
- Above statutory contributory pension scheme (conditions apply)
- Tailored training and development opportunities
- Employee assistance confidential helpline
- Staff discount on some purchases from the onsite café and shop, free cinema tickets

Career Development Opportunities

Firstsite values professional growth and offers opportunities for training and development. As part of our catering team, you'll have access to tailored learning opportunities, with the potential to progress into more senior kitchen or hospitality management roles.

Our Culture

OUR VISION IS: 'MAKING ART MATTER'

Our mission is to ensure art and creativity are valued for their integral role in shaping a happy and healthy society for everyone. We do this by championing creativity as a catalyst for positive change in society, celebrating everyone's imaginations as places to shape a better future and demonstrating the impact of art and galleries at the centre of everyday life.

We collaborate with people where, together, we can have the most impact and we share the results of our work with diverse audiences to influence change. We do this in three places: in our award-winning gallery, reflecting our radical region and digitally with audiences around the world. In order to do this well we have four values that help us do what we do, to the best of our abilities:

Creative – we are an art gallery! Everything we do, we aim to do creatively and in ways that surprise and delight our audiences, communities and ourselves.

Inclusive – we continuously and actively seek to identify and remove barriers to everything we do and who we do it with to ensure it is available to those who we prioritise and who seek to share what we do.

Agile – we actively seek involvement, feedback and information from our audiences and communities – especially those we prioritise - to inform what we do, how we do it and how we can improve each time we do it.

Responsible – We need to lead by example and take responsibility for doing what we do with integrity, care and urgency. This includes taking responsibility for each other as a team, being responsible for our audiences and communities and taking responsibility for our local environment and the planet

Essential qualifications and experience

- 3–5 years' experience cooking from scratch in a busy café, pub, or similar environment
- Proven ability to deliver consistently high-quality meals, including hot and cold dishes
- Experience supervising or managing kitchen staff
- Experience designing and costing menus
- Strong knowledge of food hygiene and safety standards
- Level 3 Food Hygiene Certificate (or willingness to obtain)
- COSHH Certification (preferable)
- Good administrative and stock management skills
- Ability to work independently and manage multiple priorities
- Excellent teamwork, communication, and problem-solving skills
- Positive, proactive approach and enthusiasm for community-focused work
- Assist in developing and preparing creative, seasonal, and nutritious menus using fresh local ingredients that align with Firstsite's creative mission.
- Prepare food for the café, events, hires, and school holiday programmes, including providing meals for approximately 140 people daily during Holiday Fun.
- Supervise kitchen and café staff as needed, including community volunteers during special programmes.
- Ensure all food is prepared and served to the correct specifications and standards.
- Maintain a clean and safe kitchen environment, ensuring compliance with all hygiene and safety regulations.
- Champion sustainability by sourcing ethically, reducing food waste, and implementing environmentally friendly kitchen practices.
- Monitor and record food and equipment temperatures and take appropriate corrective actions.
- Ensure accurate food labeling and safe storage practices.
- Manage inventory, order supplies, and control stock to reduce waste and support efficient service.
- Support front-of-house operations when necessary to ensure a smooth customer experience.
- Train and support kitchen assistants and casual staff.
- Respond professionally to customer feedback and inquiries.
- Maintain clear and accurate documentation of daily checks and procedures.
- Contribute to a positive team culture and actively support Firstsite's values of creativity, inclusivity, agility, and responsibility.

Key Responsibilities

- Prepare food for the café, events, hires, and school holiday programmes
- Ensure all food is prepared and served to the correct specifications and standards
- Monitor and record food and equipment temperatures, and take appropriate corrective actions
- Manage inventory, order supplies, and control stock to reduce waste and support efficient service
- Train and support kitchen assistants and casual staff
- Maintain clear and accurate documentation of daily checks and procedures