



THE FOUNDATION FOR ACTIVE
COMMUNITY ENGAGEMENT

Foundation for Active Community Engagement (FACE)

Based at: Elm Park, Filton, Bristol BS34 7PS

Post Description **Food Kiosk Worker**

Employer Foundation for Active Community Engagement (FACE)

Managed by Charity Director

Purpose of the job To run outdoor food kiosk - food preparation and sales, cleaning, and serving customers.

Main duties and responsibilities

1. To prepare and cook food safely for customers from the kiosk menu; *This will involve following all Food Hygiene and Safety procedures, use of kitchen equipment, and handling raw and cooked foods. This will include being mindful of dietary requirements/allergens as well as any cross-contamination risks.*
2. To maintain a safe and hygienic environment for food preparation; *This will involve cleaning, fridge & freezer temperature checks, stock rotation, and appropriate disposal of waste. The machines, equipment and utensils should be inspected each time they are used to determine whether additional cleaning or maintenance is required, reporting any concerns / issues with equipment or machinery to the Charity Director.*
3. To serve customers maintaining a friendly and professional nature; *This will include being friendly and courteous, as well as dealing with any issues in a polite and professional manner. This will involve understanding FACE's policies and procedures for dealing with any complaints.*
4. To handle money in an organised and professional way; *This will involve handling FACE and customer's money appropriately and maintaining good records of sales, giving correct change and completing daily takings records. This will include liaison with the Administrative Assistant and Charity Director, completing reports, and keeping administrative monitoring up to date.*
5. To maintain records of food stocks and liaise with the FACE Administrative Assistant and Charity Director to ensure stocks are maintained to a suitable level avoiding wastage and outages; *This will involve good awareness of food stocks and records to ensure stock levels are maintained appropriately.*
6. To work with co-workers maintaining a friendly and professional nature. To ensure you are punctual and stick to hours allotted on staff rota and allocated break times; *This will include ensuring staffing rotas and safe working conditions are upheld, taking agreed breaks along with colleagues, reporting any concerns / issues to the Charity Director.*
7. To be responsible for safety and security whilst using the kiosk; opening / locking up the kiosk and setting up and clearing away all equipment and food in an organised and safe way. *This will involve being responsible for keys, turning on/off alarms, locking/unlocking doors and ensuring equipment and food is put out and cleared away safely to prevent injuries, breakages or theft. This will also include transporting money to FACE (not leaving it at the kiosk) in line with FACE's procedures for this.*
8. To encourage support for the work of FACE by fostering good relationships with members of the Filton Community and promote FACE's wider offer to the community as a 'friendly face of FACE'. *This will include: being aware of and promoting FACE's wider offer within the area and how members of the community may become more involved. This will involve promoting and upholding the core values of FACE throughout communications with others.*
9. To ensure the good Health & Safety of the Kiosk premises and good Well-being of all staff and users is maintained; *This will include following Health & Safety & Safeguarding procedures,*

responding to fire safety and first aid incidents in line with FACE procedures, liaising with the Charity Director on a regular basis and reporting any concerns or issues.

10. To develop and maintain personal and professional skills and capability through on-going training and to participate in staff team (and individual) development activities as required, in order to develop the work of FACE and the post holder's skills and abilities; *This will include being fully involved in identifying training needs, evaluating and reflecting on the work, and completing supervision sessions as required. This will include maintaining training and development in Food Safety & Hygiene, First Aid, Fire Safety, and other relevant areas of work.*

Person Specification

Qualifications:

A qualification in food preparation, culinary skills, or food hygiene/safety is desirable.

A willingness to learn and commitment to professional and personal development is essential.

A First Aid qualification is desirable (or a willingness to undertake the training).

A Level 2 Food Hygiene certificate is essential (or a willingness to undertake the training before starting).

Skills:

You must be approachable and have an open communication style that enables you to communicate easily with people.

Experience of working in a food outlet, café, restaurant or kiosk is essential.

A good working knowledge of handling money, giving correct change, and keeping financial records is essential.

Awareness of Health & Safety, Safeguarding, and Data Protection are essential.

A range of experience communicating with people of all ages and abilities is desirable.

You should be observant and able to easily adapt to changes around you.

Personality:

Some members of the public can be unpredictable and demonstrate lively, challenging, or emotional behaviours so you should have an ability to work within this environment in a safe and calm manner.

You should be self-motivated, honest and reliable.

You should be encouraging and motivating to others, and a fair and trusted enabler of action.

You should be organised, methodical, and able to manage your time and workspaces effectively to maintain safety.

You should be compassionate and patient, with a good sense of what is fair.

You should be aware of your own values and how these affect your judgements.