



## CHAPTER CAFÉ BAR: ADMINISTRATIVE SUPPORT OFFICER

<b>Salary:</b>	£21,632 pro rata
<b>Contract:</b>	24 hours (3 days)
<b>Responsible to:</b>	Executive Chef (post currently vacant), Café Bar Manager and Head Chefs
<b>Probation period:</b>	3 months

### ABOUT CHAPTER

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Chapter is an outstanding centre for contemporary arts and culture based in Cardiff.

Each year we present more than 2000 events and programmes which attract over 750,000 visitors to the venue. We're committed to showing the best art, performance and film from Wales, and from the world to the widest possible audience.

We also manage our own café bar that's open seven days a week and makes a vital contribution to the social life of the venue, offering a vibrant and safe environment for our local community.

The space has 200 covers, and food is on sale every day from 9am to 8.30pm, with a varied menu of freshly made hot food, sandwiches and salads, tea, coffee and cakes. Alcohol is served from midday to 11pm. We also offer a hospitality service for events at the venue, providing a full range of refreshments.

We are employee focused, through our benefits, policies and practices.



## PURPOSE OF POST

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To provide administrative support for the Executive Chef, Café Bar Manager and Head Chefs.

## DUTIES AND RESPONSIBILITIES

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- Updating the stocktake paperwork, checking prices and collating reports to go to finance in a timely manner.
  - Work with the Executive Chef, Café Bar Manager and Head Chefs to manage prices and negotiate better deals.
  - Check invoices against delivery notes, liaising with finance.
  - Manage administration and recording of sick leave, self certs and sick notes liaising with HR and finance.
  - Keep the Hazard Analysis and Critical Control Point (HACCP) files up to date.
  - Manage the trial shift process, receive CVs, agree dates for trial shifts, receive ID and right to work paperwork in advance.
  - Any other duties to support the administrative needs of the café bar team.
- Miscellaneous**
- Be familiar and comply with all relevant health and safety, operational, personnel, customer care, equal opportunities, data protection and financial regulations policies and procedures, in particular ensuring that all statutory obligations are complied with, especially in relation to the licensing laws and first aid.
  - Any other duty as considered reasonable and appropriate by Executive Chef, Heads Chefs and Cafe Bar Manager.



PERSON SPECIFICATION	Essential	Desirable
Experience in an administrative role	✓	
A good level of numeracy and literacy	✓	
IT literacy with knowledge of MS Office suite	✓	
Ability to communicate in Welsh		✓
Good organisational skills	✓	
Able to work on own initiative	✓	
Good communication skills	✓	

## ABOUT THE BENEFITS

Chapter is a flexible and friendly employer, offering hybrid working and flexible hours. Staff benefits include:

- 5.6 weeks of holiday per annum, including bank holidays, pro rata for part-time positions.
- Chapter operates a contributory pension scheme to which you will be auto-enrolled (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the company.
- 20% off food and drink in the café bar.
- Enhanced Maternity and Adoption Pay, after a year's service.
- Welsh at Work scheme.
- Two free cinema tickets a month.
- Access to an Employee Assist Programme.
- Complimentary tea/coffee in our office space.
- Complimentary lunch when working in the building.
- Support for continuous development.
- Eye Care for DSE.
- Secure bike racks.
- Staff parking.
- Staff socials.