

SCOTTISH AUTISM

Embracing difference,
leading change

Community Chef/Café Coordinator

About Scottish Autism

Scottish Autism seeks to promote and provide care, education, support and opportunities for people with autism of all ages throughout Scotland. We work tirelessly to create a world where autistic people are understood and enabled to lead meaningful, fulfilling and happy lives as valued members of the community.

A key expectation of everyone who works for Scottish Autism is that they live and breathe our values; Collaboration, Change Makers, Compassion and Contribution. Our values come into play throughout everything we do at work – how we work together, and how we deliver services to the people we support and to the people we work alongside.



The Role

Reporting to the Senior Autism Practitioner this role is responsible for building and developing a strong catering function that will provide an efficient and effective catering service within a busy café environment.

Key tasks and responsibilities:

- Lead in creative development of menus and teaching strategies in line with current nutritional and allergen laws
- Lead in the organisation of both internal and external catering
- Source organisations for procurement and order provisions and stock
- Teaching and mentoring supported individuals to enable success
- Offer guidance and advice to both AP/SAP and Café assistant.
- Support the AP/ SAP to evidence supported individuals skill development in the kitchen setting
- Comply with, and have a sound understanding of all health and safety regulations, cooksafe regulations, COSHH regulations, fire policy and report hazards to relevant management
- Ensure that the provision of food within the café is of the required standard and complies with all food hygiene regulations
- Ensure all relevant paperwork is kept up-to-date and readily available for inspection purposes
- Ensure the high standard of food presentation.
- Ensure all goods and deliveries are correct against invoices
- Order supplies and ensure that all relevant financial documentation is completed accurately
- To actively participate in coaching and the review process, to identify your individualised learning pathway, through a process of exploration and reflective practice.
- Maintain and keep up-to-date all relevant training associated to role

Skills and Attributes

- Represents Scottish Autism's values and approach through all communications
- Strong customer skills
- Ability to work well in a team and use own initiative
- Ability to work collaboratively with the team and build strong working relationships with external suppliers/customers
- Clear and flexible communicator to be able to adapt communication style to meet the needs of the diversity of individuals that engage in the café
- Awareness of communication needs of autistic people within the service

Knowledge and Experience

- Experience of supervising a professional kitchen/café environment
- Knowledge of health and safety regulations
- Knowledge of Cooksafe and COSHH regulations
- Thorough knowledge and application of Scottish Autism's policy and procedures