



Job Information Pack

# Chef / Café Manager

The Wesley Centre  
Saville Street, Malton, YO17 7LL

Closing date: **Midday, 27<sup>th</sup> June 2025**

*Interviews: w/c 2<sup>nd</sup> July 2025*

# INTRODUCTION

## **What makes this role special:**

The Wesley Centre Café is more than just a place to eat - it's the heart of a vibrant hub. By combining culinary creativity with a passion for people, you'll contribute to a unique venue that celebrates diversity, supports community connections, and serves as a beacon of excellence in Malton's expanding landscape.

This is your chance to be part of an ambitious, values-driven project that is redefining what a café can be—serving food and coffee of the highest quality, where tradition and innovation work together to inspire and connect.

## **About the role:**

As Chef / Café Manager, you will lead the café's operations, shaping its identity as a destination for outstanding food and coffee while creating a warm, inclusive environment.

This is a unique opportunity to combine culinary creativity with community impact, managing the café with a focus on quality, sustainability, and hospitality.

You will design an impressive menu, bake homemade products, and deliver exceptional customer service. Beyond the kitchen, you will mentor staff and volunteers, ensuring that the café runs smoothly and becomes a hub of connection within Malton's café culture.

## **About Us:**

The Wesley Centre is a bold and inclusive space designed to serve Malton's rapidly expanding community while preserving its heritage as a place of worship.

Our vision is to create state-of-the-art facilities that welcome everyone, blending tradition with innovation to meet the evolving needs of our town. At the heart of the Centre will be a flexible 600-seat auditorium, new accessible facilities, a concert and events box office, a vibrant community café, and purpose-built resources for the Malton Free Fridge, which distributes free surplus food to over 30,000 people annually.

The Wesley Centre prioritises affordability and accessibility for local interest groups and offers a welcoming space for residents and visitors alike. It will be a place to meet, celebrate good music, seek information, and come together for worship and connection. Celebrating diversity is central to our mission. The Wesley Centre values the worth and dignity of every individual, regardless of age, faith, gender identity, race, economic reality, or social status. By fostering an ethos of hospitality and inclusivity, the Centre will become a hub for connection, creativity, and shared purpose.

Learn more about us here: <https://www.maltonwesleycentre.org>

## **Working arrangement:**

The role is a full-time post, to include weekend and evening work.

# JOB DESCRIPTION

**Job Title:** Chef / Café Manager.  
**Employed by:** The Wesley Centre (Malton) Charity Number 1181629.  
**Location:** The Wesley Centre, Saville Street, Malton, YO17 7LL.

**Responsible to:** Accountable to the trustees of the Wesley Centre via a nominated Line Manager.

**Key relationships:** Office Administrator  
(Internal) Facilities Officer  
Centre Manager  
Café staff

**Key relationships:** Suppliers  
(External) Local community/voluntary groups  
Statutory agencies (inc. Environmental Health)

**Role purpose:** To lead the café's operations, shaping its identity as a destination for outstanding food and coffee whilst differentiating it from other eateries and cafes in Malton and nearby.

## Key Responsibilities:

### Culinary Excellence

- Craft and cook an exciting menu that showcases fresh, high-quality ingredients, appealing to a wide range of tastes.
- Bake goods in-house, delivering consistency and quality that rivals cafés within the area.
- Set and maintain high culinary standards, ensuring every dish and beverage delights customers.

### Café Operations Management

- Oversee the café operation, including stock management and supplier relationships.
- Manage the café's POS system, tracking performance and maintaining accurate records.
- Monitor and adhere to budgets while upholding quality and sustainability standards.

### Team Leadership and Training

- Train and inspire a staff and volunteer team.
- Foster a collaborative team environment that values diversity, excellence, and service.
- Uphold and promote food hygiene & safety regulations, ensuring compliance at all times.

### Community Engagement

- Create a welcoming atmosphere that reflects our mission of inclusivity and hospitality.
- Collaborate with the wider team to support events, catering, and community initiatives.
- Build the café's reputation as a cornerstone of Malton's growing café culture.

## Other requirements:

- Be an active and effective member of the Wesley Centre team.
- Prepare and deliver reports as asked to do so.

- Maintain a good understanding of the culture and values of the Wesley Centre.
- Work within and adhere to all Wesley Centre policies and procedures.
- Develop positive working relationships with all at the Wesley Centre.
- As requested, undertake all other reasonable duties that support the Wesley Centre.

### Summary of terms and conditions:

Contract:	Full-time, permanent.
Hours:	37-per week (1FTE).
Rate of pay:	£32000-£35000 salary.
Location:	Wesley Centre, Saville Street, Malton, YO17 7LL.
Pattern:	A flexible working pattern, to include evening and weekend working. At least one day free of responsibility each week.
Leave:	33 days per annum, inclusive of public holidays.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probation:	Appointment is conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS:	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
RTW:	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training:	There will on occasion be the need for training to be completed that is relevant to the role and to the requirements of the Wesley Centre. Training will be undertaken during contracted hours or recorded as time off in lieu (TOIL). We are an employer who will try to support your professional development. During your employment with us we will consider any relevant requests for continuing professional development (CPD).

# PERSON SPECIFICATION

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**Location:** The Wesley Centre, Saville Street, Malton, YO17 7LL.

**Responsible to:** Accountable to the trustees of the Wesley Centre via a nominated Line Manager.

E = Essential, D = Desirable, A = Assessment Method	E	D	A
<b>Training and Qualifications</b>			
A recognised culinary qualification (C&G, NVQs, etc).		Yes	A, I, C
Experience as a professional Chef.	Yes		A, I
Experience of leading a quality café or food service operation.		Yes	A, I
<b>Knowledge, Skills and Experience</b>			
Strong knowledge and understanding of HACCP.	Yes		A, I
Good understanding of food costings and managing budgets.	Yes		A, I
Leadership skills, able to motivate and energise others.	Yes		A, I
Experience of training and managing a diverse staff and/or volunteer team.		Yes	A, I
Excellent organisational skills.	Yes		A, I
Barista training or coffee preparation experience.		Yes	A, I
Familiarity with community-based projects or charity initiatives.		Yes	A, I
<b>Qualities and Aptitudes</b>			
A genuine passion for high-quality food, coffee and exceptional service.	Yes		A, I
Able to work under pressure whilst maintaining integrity, and discretion; either independently or alongside others as part of a small team.	Yes		A, I
Able to establish and maintain consistent professional boundaries, developing trusted working relationships with a diverse range of engaged stakeholders.	Yes		A, I
Able to react and adapt positively to changing priorities and circumstances, willing to meet the current and future needs of the Wesley Centre.	Yes		A, I
A collaborative style and approach to leadership.	Yes		A, I
<b>Any Other Requirements</b>			
Be supportive of the ethos and charisms of the Methodist Church.	Yes		A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		A, I
A willingness to work irregular hours including evenings and weekends.	Yes		A, I

Assessment Method: A – Application Form; I – Interview; C – Certificate/Qualification

# NEXT STEPS

## Next steps:

We actively encourage informal enquiries, questions and conversations about the role.

In the first instance please address these by email to [admin@maltonwesleycentre.org](mailto:admin@maltonwesleycentre.org)

*Please note applications sent directly to this email address will not be accepted.*

To make an application you should complete an application form and return to [hr@yorkshirenemethodist.org](mailto:hr@yorkshirenemethodist.org) by email before Midday on the 27<sup>th</sup> June 2025.

*As part of our Safer Recruitment process, CVs are not accepted.*

## Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

1. Closing date:	27 <sup>th</sup> June 2025
2. Interview date:	w/c 2 <sup>nd</sup> July 2025

1. We reserve the right to close the vacancy before this date should a sufficient number of applications be received.
2. Interviews will be held in-person at the Wesley Centre, Malton, YO17 7LL

# IMPORTANT NOTES

## **Adjustments:**

Please let us know if you require adjustments making to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. We will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

## **Entitlement to work in the UK:**

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

## **Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. Note that CVs are not accepted for this role and all applications must be made through an application form.

## **References:**

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive.

## **Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job applied for and the nature of the conviction.

## **Data protection:**

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

## **Equality, diversity, and inclusion:**

Our commitment to equality, diversity and inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender assignment, sexual orientation, marital status or civil partnership, race, nationality, ethnicity (race), religion, ability or disability, pregnancy or maternity and to encourage equal opportunities.

Employees must ensure a positive commitment towards equality, diversity and inclusion by treating others fairly and not committing any form of discrimination, victimisation or harassment of any description. If you have any questions or comments about how we recruit, please feedback [here](#).

Unless stated that an 'Occupational Requirement' is in place, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.