



JOB DESCRIPTION

Job Title: Cook / Front of House Assistant

Hours: 30 hours per week, worked over five days (usually Tuesday to Saturday, 9:00am–3:30pm). There is a 30-minute unpaid lunch break each day, and a free lunch is provided.

Salary: £20,982.00 per annum (£13.45 per hour)

Location: Rumbletums Café & Training Project, 2a Victoria Street, Kimberley, Nottingham, NG16 2NH.

Responsible To: Project Manager, with day-to-day supervision provided by the Café Supervisor and Senior Training Support Worker

ABOUT RUMBLETUMS

Founded in 2011, Rumbletums Café & Training Project is a charity dedicated to creating meaningful training and work experience opportunities for young people (normally aged 16–30) with learning disabilities.

Our mission is to help every trainee build confidence, independence and employability through hands-on experience in a real working café and community building. With the support of our team, trainees develop practical catering and hospitality skills, alongside valuable communication, teamwork and life skills, as well as greater confidence and self-esteem, preparing them for future employment, further training and greater independence.

The café is at the heart of everything we do. Trainees gain experience across all aspects of its day-to-day operation, including food preparation, customer service, kitchen duties, housekeeping and maintaining a welcoming environment for our customers. We continually introduce new opportunities to help our trainees learn, grow and reach their full potential.

Beyond the café, Rumbletums is a vibrant community hub where we have over 25 regular room hirers, that hire out our two community rooms. We also host a number of our own events, notably our weekly free baby and toddler playgroup, RumbletumsTots, and take part in many community events held in Kimberley.

Promoting the integration of young people with a learning disability into the local community, playing an active role in that community and supporting its further development, are all key priorities for Rumbletums.

By joining Rumbletums, you'll become part of a friendly, passionate team where every day is an opportunity to make a genuine difference in someone's life while serving great food and creating a welcoming space for our community.

THE MAIN PURPOSE OF THIS ROLE

The primary purpose of this role is to support young people with learning disabilities as they complete their training placements at Rumbletums Café & Training Project. You will train, encourage, coach and guide trainees, helping them to develop practical catering, hospitality and employability skills, whilst building their confidence and independence in a supportive environment.

Alongside training and supporting trainees, you will play a key role in the day-to-day operation of the café. The role is split across designated kitchen and front-of-house shifts, giving you the opportunity to work across all areas of the business. On kitchen days, you will prepare and cook food to order, ensuring high standards of quality, food safety and presentation. On front-of-house days, you will serve customers, prepare hot and cold drinks, provide excellent customer service, and help maintain a welcoming, clean and organised environment.

This is a hands-on role that requires someone who can balance the demands of a busy café with the patience, encouragement and flexibility needed to provide meaningful support to our trainees. Working as part of a close-knit team, you will help create a positive, welcoming environment where both customers and trainees can thrive.

MAIN DUTIES

- Train, encourage, coach and guide trainees, and act as a positive role model, helping them to develop practical catering, hospitality and employability skills, whilst building their confidence and independence in a supportive environment.
- Undertake, and train and support trainees in undertaking, a range of kitchen duties, including preparing, cooking and presenting food to a consistently high standard during café service, stock rotation and maintaining kitchen organisation.
- Undertake, and train and support trainees in undertaking, a range of front of house duties, including serving customers professionally, taking orders, preparing hot and cold drinks, serving cakes, preparing bills, taking payments and delivering excellent customer service.
- Maintain high standards of food hygiene, cleanliness and health & safety, ensuring compliance with current legislation and Rumbletums agreed procedures.
- Work efficiently as part of the café team, particularly during busy service periods and managing the demand.
- Help create a welcoming, inclusive and positive environment for trainees, customers, volunteers and visitors.
- Setting up and clearing away for community events and room hires and ensuring our building is kept to a high presentable standard, and training and supporting trainees in carrying out these duties.
- Ensure records are kept updated when appropriate, including trainees' training files, and kitchen and front of house checklists.
- Assist the Senior Training Support Worker, and if appropriate the Project Manager, in reviewing the progress made by individual trainees, and highlighting any concerns or issues that might need to be addressed.

- Assist the Senior Training Support Worker in dealing with any trainee issues that arise on a day-to-day basis.
- Be aware of Rumbletums' Safeguarding Policy and raising concerns with the Senior Training Support Worker or Project Manager if necessary.
- Contribute as appropriate to the achievement of all of Rumbletums' plans and objectives.

SKILLS, ABILITIES AND EXPERIENCE

Essential

- A positive attitude toward young people or adults with a learning disability.
- Excellent customer service skills.
- Good cooking and food preparation skills.
- Experience working in a catering, café or hospitality environment.
- Strong communication and interpersonal skills.
- Ability to work calmly and effectively under pressure.
- Able to motivate, encourage and support others.
- Good organisational and time management skills.
- Ability to work both independently and as part of a team.
- Flexible, reliable and adaptable approach to work.
- Commitment to maintaining high standards of cleanliness, food safety and hygiene.
- A positive, patient and compassionate attitude.
- Experience working as part of a busy team.
- Knowledge of food hygiene and health & safety practices.
- A genuine passion for supporting people and making a positive difference within the community.

Desirable

- Experience preparing food in a commercial kitchen.
- Understanding of the challenges faced by young adults with learning disabilities.
- Ability to adapt communication and teaching styles to meet individual needs.
- Creative ideas for helping trainees learn and develop new skills.
- Experience supporting people with learning disabilities.
- Level 2 Food Hygiene Certificate (or willingness to obtain one).
- First Aid qualification (or willingness to undertake training).
- Experience delivering informal training, mentoring or coaching.
- Experience of cash handling and using a till or EPOS system.

PROBATIONARY PERIOD

This appointment will be on a probationary period of six months, during which time performance to an acceptable standard will be necessary for employment to continue. There will be support and regular feedback on performance during the probationary period.

DATE: August 2026