

Job Description

Job title:	Café Assistant
Reporting to:	Operations Manager
Contract type:	Permanent
Contracted hours:	Part time (Minimum 8 hours per week)

Remuneration:

Age 23+	Age 21-22	Age 18-20	Age 16-17
£9.70	£9.30	£7.00	£5.00

Key Purpose

The Café Assistant will help towards the smooth running of the café. They will be responsible for ensuring the highest standards of cleanliness and hygiene, both in working methods and personal hygiene, making sure that the food and equipment in the kitchen is always clean and in the right place. They will also help to prepare food ready for use and may be involved in some cooking.

Main responsibilities and duties include:

- Work as part of a team to ensure the smooth running of the café
- Take customer orders in the café
- Serve food and make and serve quality hot drinks
- Clean the café equipment, floors, fridges, coffee machine, and all work surfaces to ensure good hygiene as and when required
- Clear tables and café floor area as required
- Operate the till and handle cash in line with company procedures
- Restock the counter regularly
- Ensure that the food is cooked and stored in hygienic conditions
- Assist suppliers to unload deliveries, checking off incoming food deliveries, unpacking and storing food
- Ensure new stock and old stock are rotated and check use-by dates
- Advise management of low stock levels
- Operate the commercial dishwasher and glass-washing machine, loading and unloading when required.
- Hand wash kitchen utensils/pots/pans/dishes and storing appropriately
- Ensure that the café area is cleaned and sanitised at the end of every shift
- Collect and dispose of waste
- Follow all relevant hygiene, Health & Safety procedures/Safe Working Practice H.A.C.C.P. & C.O.S.H.H
- Carry out any other general cleaning duties as and when required
- Always comply with the organisation's Security & Confidentiality policy, ensuring the highest levels of information security, data protection and confidentiality

- Undertake any other duties of a similar nature related to this post that may be required from time-to-time

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post.

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Factors	Essential Criteria	Desirable Criteria
Qualifications and Experience	A minimum of 1 year's relevant experience working within a busy restaurant/café environment	Valid Food Hygiene certificate or willingness to gain before starting NVQ Level 2 (or equivalent) in food preparation and cooking First Aid Certificate
Skills, Aptitude, Qualities and Behaviours	Essential Criteria Good verbal and written communication skills Excellent customer service skills Reliable and flexible and able to keep calm under pressure Ability to multi-task and work in a fast-paced kitchen A positive attitude and able to take instruction A high standard of personal hygiene and appearance Ability to work on own initiative as well as part of a team	Desirable Criteria

Knowledge and Understanding	Essential Criteria	Desirable Criteria
	Basic knowledge of Health & Safety including COSHH and HACCP	Familiar with the work and vision of Employers For Childcare
Special Circumstances	Essential Criteria	Desirable Criteria
	<p>Must be resident in the UK and eligible to work.</p> <p>Ability to work flexible, unsocial hours including bank holidays, evenings and weekends.</p>	