**Job Description**

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| Job Title | Cafe Assistant |
| Reporting to | Cafe Supervisor |
| Job Purpose | To assist with the operation of the Beacon Cafe |
| Salary | Real Living Wage for 18+ and National Minimum Wage for -18 |
| Hours of work | Up to 20 hours per week on a rota basis - as and when required during Cafe opening hours 0900 – 1600 providing cover any day from Monday to Sunday, depending on availability |
| Contract | Casual contract |

**Background**

The Beacon Cafe is situation within a multi-purpose community hub which is a project of Gorebridge Community Development Trust (registered charity).

**Job Purpose**

The Cafe Assistant’s role is to provide support in the operational success of the Beacon Cafe.

**Key Responsibilities**

1. Preparing drinks, light snacks, sandwiches etc, as required
2. Providing high standard of service to customers
3. Accepting and processing customer orders
4. Accurately undertaking customer payment transactions, including cash handling
5. Assisting with washing up/clearing tables and ensuring the Cafe seating area is kept clean and tidy
6. Observing and complying with all relevant Health & Safety and hygiene requirements
7. Undertaking relevant training courses, either online, internal or external, as and when required

The key responsibilities in this role are not exhaustive and the job description may be subject to change over time, following discussion with the job holder.

**Person Specification**

The successful applicant will require initiative and energy. A combination of flexibility, enthusiasm, innovation and sound organisational skills is essential.

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| **Essential Skills** | **Desirable Experience** |
| * Experience working as part of a team * Knowledge of Health and Safety guidelines * A good standard of numeracy and literacy * Effective communication skills – verbally and written * Effective inter-personal skills recognising equality and diversity * Ability to assist with the efficient and safe running of a Café * Ability to prepare and serve food in accordance with appropriate legislation | * Working in a community environment * Self-motivated, showing initiative * Working in a busy Café with the ability to multi-task * Working under pressure within set deadlines * Barista skills (training will be given) * Working without supervision |