

Job Description – Café Assistant

Job Title: Café Assistant

Reports to: Cafe Manager

Hours of Work: Part time, between 7 and 14 hours per week as standard. Saturday are essential. Other hours during the week may be available. Hours between 8.30am – 7.30pm Mon-Sat.

Age: Min required age 16 years (must have completed year 11 at school)

Pay: Living Wage rate at the appropriate level for age plus holiday uplift (min. £8.41 per hour including holiday uplift). Holiday pay for this role is included as an uplift in the hourly rate.

Normal Place of Work:

The Hideaway
Partington Shopping Centre M31 4EL

Job profile:

Assisting the Café Manager, the assistant will help in the kitchen with basic food preparation, serve customers, prepare drinks, clearing tables, washing dishes and helping keep the kitchen and café to a high standard of cleanliness.

Principal duties:

- Supporting with the preparation and cooking of the hot meals and beverages served in the Noah's Ark Restaurant at the Hideaway
- Ensuring that the café environment is pleasant and welcoming in line with the image agreed with the Directors
- Operating the till as required
- Checking that orders have been correctly delivered and charged for
- Serving customers in a pleasant and courteous manner
- Cleaning the kitchen and café area in accordance with Health and Safety Regulations and Guidance
- Keeping cleaning and temperature records
- Clearing tables
- Washing up and operating the dish washer
- Ensuring that any risk assessments are complied with
- Reporting maintenance issues to the Café Manager
- Maintaining such records as are required by the Café Manager
- Keeping accurate time sheets daily
- To ensure that all duties are undertaken effectively and efficiently, in accordance with the required standards of service and care.
- To undertake all duties in accordance with relevant Health & Safety legislation and in line with the values and ethos of the organisation
- To undertake training as required
- The role involves working with children and vulnerable adults, and the responsibilities to safeguarding that this involves.

Note – this Job Description does not form part of your Contract of Employment

Essential	Desirable
Knowledge, Skills and Abilities:	
<p>Must have a keen interest in food preparation and a desire to learn how to cook at a high level.</p> <p>Have excellent communication skills Actively listens and responds politely and clearly; Presents written information in a clear, structured and concise manner;</p> <p>Speaks with clarity, effective structure, volume, pace and tone.</p> <p>Works well with colleagues inside and outside the team; respecting, compromising, supporting and valuing the views of others.</p> <p>A desire to learn, improve themselves and be challenged.</p> <p>Have excellent customer service skills</p> <p>Has a professional approach and attitude;</p> <p>Is committed to providing excellent service;</p> <p>Recognises the importance of high standards of customer service.</p>	<p>Awareness of health & safety requirements in a soft play facility.</p> <p>Have a good understanding of safeguarding practices and policies.</p>
Qualifications/ Attainments:	
	<p>Level 2 food hygiene</p> <p>Allergens awareness course</p> <p>Qualification (GCSE) in cooking</p>
Experience:	
	<p>Experience preparing food</p> <p>Experience serving the general public</p>
Personal Qualities:	
<p>Friendly, honest and enjoy working in a kitchen environment</p>	<p>Flexibility on working hours and able to work days, evenings and weekends</p>
Other:	
<p>An enhanced DBS (formerly CRB) check may be required</p>	<p>Appreciation of health, safety, and welfare of children.</p>

A willingness to work within the Christian ethos and values of the organisation	
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