



Café Assistant – Casual Contract

Job Description and Person Specification

Job Description

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| Main Purpose of Job: | To provide a friendly, high quality Café service to Centre users |
| Responsible to: | Café Supervisor |
| Conditions of Service: | As required |
| Salary: | £9.00 per hour |

Main Duties:

1. To assist with the running of the Café including:
 - preparing light snacks, sandwiches etc. as required
 - observing and complying with all relevant Health & Safety & Hygiene requirements
 - serving customers
 - cashing-up and the handling of cash
 - keeping finance records of all Café transactions
 - washing-up/clearing tables and ensuring the Café seating area is kept clean and tidy
2. To carry out other duties that may reasonably required by the Café Supervisor

Person Specification

Essential Skills

Ability to assist with the efficient and safe running of a Café
Ability to prepare and serve food in accordance with appropriate legislation
Enthusiasm and interest in the job

Ability to work without supervision
Ability to deal sensitively with the general public
Ability to implement and promote Equal Opportunities
Ability to implement Health and Safety guidelines
Interest and commitment to serving the users of the Centre

Experience - Essential

Experience of working in a Café
Experience of working as part of a team
Experience of dealing with conflicting demands
Experience of working under pressure and to deadlines

Experience - Desirable

Experience of working in the voluntary sector
Experience of working with people with disabilities