

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post: Senior Café Assistant

Job Purpose: Ensuring the highest levels of customer service and food hygiene, whilst creating a welcoming and friendly atmosphere. Serving and preparing food and beverages and overseeing the day to day operations of the Cafe. You will deputise in the Café Manager's absence, managing staff and volunteers when required.

Responsible to: Café Manager.

Salary: £8.42 - £9.10 per hour

Hours: Mon – Thurs 7:30am – 3:00pm, Fri 7:30am – 2:30pm, evenings and weekends may be required.

Roles and Responsibilities:

- Creating a friendly café environment that is fun, pleasant and welcoming.
- Planning and preparing meals and snacks
- Ability to be resourceful and create healthy and tasty meals with random ingredients
- Support café assistant, volunteers and work placement students.
- To provide excellent customer service, serving customers promptly, courteously and with a smile.
- Assist in ordering supplies, ensure all deliveries are received correctly and logged in the stock system.
- Cleaning the kitchen and café in accordance with Health and Safety Regulations and Guidance.
- Keeping cleaning and temperature records.
- Undertaking the preparation of food and beverages served in the café.
- Clearing and cleaning tables.
- Washing up.
- Maintaining such records as are required by the café manager / team leader.
- Ensure that accurate cashing up and cleaning procedures are carried out at the end of each day.
- Keep the kitchen and storage clear, clean and well organised.
- Ensure all environmental and health and safety records are kept updated.

- Deputise in the absence of the Café Manager
- General café duties

Post Title: Senior Café Assistant			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> • Food hygiene certificate, level 2 	<ul style="list-style-type: none"> • Food hygiene certificate, level 3 • Relevant catering qualification 	Application Form
Experience	<ul style="list-style-type: none"> • 1 Years' experience of working in a similar environment. • 1 Years' customer service experience. 	<ul style="list-style-type: none"> • Experience of working behind a bar • Barista experience • Baking • Menu planning • Event planning 	Application Form Interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Ability to create own recipes and cook from scratch • Ability to follow a recipe and create meals from scratch • Big batch cooking • Be able to work as part of a team and be flexible in your approach to dealing with the demanding needs of the service. 		Interview
Attitude	<ul style="list-style-type: none"> • Fast, dynamic and efficient approach. • Outgoing and energetic personality. • Caring and patient attitude towards a wide range of customers • Passion for creating delicious meals for our customers 		Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> • Sense of responsibility to the café ethos and to that of the organisation. • Ability to work independently and proactively • Positive attitude to solving problems. • Ability to work as part of a team. • Personal drive for excellence in all things • Flexible approach to work 		
Other		<ul style="list-style-type: none"> • Knowledge of Southmead and the issues facing local residents 	Application Form Interview