



## Old Chapel Café Job Description

Job Title:	Café Assistant
Main purpose:	Assisting the café manager in providing interesting, tasty, hygienic food at the Old Chapel
Reporting to:	Café Manager
Responsible for:	Assisting in preparing food and drink, whilst maintaining food hygiene and cleanliness standards
Key results:	<p>Completion of tasks in a complete and timely manner</p> <p>Contribution to developing the community aspect of the café and the wider project</p>
Working hours:	6 hours per week, worked with agreement with the café manager, but normally café opening hours on a Sunday. Possible extra hours for café cover / holiday cover.
Salary:	National Minimum Wage
Holiday Entitlement:	Your holiday entitlement is 24 days pro-rotta (which equates to 5 days per year), with 1 day required to be taken during Christmas closure
Tasks:	Prepare food and serve customers according to agreed procedures and food hygiene guidelines

Maintain cleanliness, with tasks such as loading and unloading the dishwasher, clearing and cleaning worksurfaces, and clearing and cleaning tables

Monitor stock, and report shortages back to the café manager

Reduce, reuse or recycle waste wherever possible

Report damaged or broken equipment to line manager

Complete agreed list of tasks each week, such as preparing cutlery or cleaning

Take orders using our existing till system (full training will be given) in line with procedure with due care and attention

Personal Development: Regularly meet with management to consider personal development

Attend training as agreed with line manager