

## Job Description

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<b>Job Title:</b>	Café Assistant
<b>Reports to:</b>	Café Manager
<b>Job Description Produced:</b>	December 2023
<b>Hours per week:</b>	0 hours per week (most likely 6 hours on Tuesdays 8am-3pm plus additional holiday cover

**Purpose:** To assist the Café Manager in the day to day running of the Atrium Café

### Key Responsibilities

- Maintain an effective cleaning regime together with high levels of Food Hygiene and Health and Safety
- Assist the Café Manager in upholding the highest food safety standards and compliance
- Ensure that all appropriate processes and procedures relating to the café are followed by all users (staff, volunteers, congregational teams, etc)
- Maintain café equipment to a high standard as well as keeping an inventory of café items
- Ensure that the café provides a warm welcome and the highest levels of hospitality to visitors and church family as the face of the church
- Assist the Café Manager in exploring menu options for special events and seasonal items
- Ensure café profitability and smooth running through weekly stock takes
- Acting Supervisor when the Café Manager is not on site, dealing with complaints (can escalate to Admin Manager)
- Support the volunteers to ensure they understand the vision and values of the café and enable them to perform to a high level in their roles
- Support in the development and writing up of café processes and procedures •
- Support in the training of volunteers

## **Specific Tasks**

- Responsible for opening up procedures
- Operating the café (opening from 8.30)
- Coordinate the volunteer tasks for the day and motivating them for their shift
- Taking deliveries
- Responsible for the till and settle smooth operation
- Running the dishwasher or pot wash (or delegate to a volunteer)
- Quality control check of food from outside provider
- Notify Cafe Manager of any ordering requirements
- Overseeing the cleanliness and tidiness of the overall café space (including terrace when open)
- Awareness of Environmental Health requirements and record keeping
- Maintain the cleaning schedule

## **Training & Development**

- Safeguarding training is compulsory for all staff members
- Food handling certificate Level 2 will be provided if not already in possession
- Training in ChurchSuite will be provided
- Additional training needs will be discussed as necessary
- Basic training in First Aid will be provided

## **Additional Information**

- You will need to be aware that you are often dealing with vulnerable people, confidential financial and personal information or issues of a sensitive nature
- You should also be aware of the data protection issues surrounding the role
- A DBS check may be required
- It is an occupational requirement that this role is filled by a committed Christian

**Job Description to be reviewed periodically throughout the contract to ensure that we are responding correctly to cafe demands**