

Job Description – HL007

| | |
|--|---|
| Job Title: Café Assistant | |
| Location: Woodlands Café – Hollingworth Lake | Pay Scale: National Minimum Wage |
| Responsible To: GP Care Services Ltd | Immediate Supervisor: Chef Manager |
| Hours of Duty: 22.5 hours per week to be worked Friday, Saturday & Sunday 08:30 - 16:30 | |

Purpose and Objectives of the Job:

- To provide an effective and professional front of house service in the café, taking orders and serving food and drinks to the customer, public and members of the team
- To support cooks in the kitchen with food preparation
- To support the cooks with clearing down and dish washing

Principal Duties:

- To ensure all preparation for opening the café is complete including coffee machine, cutlery, crockery and stock
- To check opening float and ensure all cash transactions are recorded accurately
- Cash up at the end of the shift and check the closing float
- Operate a cash till and issue receipts
- To ensure that all work areas are kept clean and tidy; tables cleared; floor swept throughout the day
- Coffee machine cleaned at end of each day
- To ensure all checks are carried out for closing the café each
- To work to agreed standards of service at all times and in accordance with all relevant health and safety procedures and hygiene requirements
- To work as part of a multi-disciplinary team ensuring excellent communication between colleagues and a flexible approach to work undertaken
- To provide information on the menu and feedback comments to relevant cook promptly
- To work in accordance with the needs, aims and objectives of the facility and the service
- Ensure that the Statutory Requirements, policies and procedures are carried out efficiently, effectively, equitably and economically
- To work in accordance with the organisation's policy and procedures relating to the promotion of equality and diversity



Job Description – HL007

Secondary Duties:

- To promote good working relationships within the team and be a great team player
- To take part in all relevant in-house or external training programmes relevant to the post and to put new learning into practice
- To be involved in out of centre activities
- To undertake duties of a domestic nature to ensure the smooth, safe and hygienic operations of the catering facilities within the centre

Person Specification

Essential Requirements:

- To have a recognised food hygiene certificate or the willingness to obtain within one month of starting
- Have a willingness to work flexibly
- Ability to work within a team
- Have the ability to appreciate and work to agreed standards particularly food safety and health and safety standards
- Have the ability to respond positively to changes in the service and working practices
- Have an ability and willingness to participate in staff training relevant to the post
- Excellent communication skills and the ability to deal with members of the public
- High standards of personal presentation and appearance. Wear the uniform provided having regard for the nature of the work, your own health and safety and that of residents and visitors to the facility
- To have the ability to respond in a polite, friendly and courteous way to enquiries, compliments and complaints from customer, visitors and other members of the public

Postholder Signature:

Date: