

## **CAFÉ ASSISTANT – 8 hours per week (initially)**

### **9.30am – 1.30pm Tuesdays and Thursdays**

#### **JOB DESCRIPTION**

The Café Assistant is an exciting new role created as a result of the reopening of Hellesdon Community Centre and the success of the new Community Cafe.

The Café Assistant will have these duties:

- To act under instruction of the Café Supervisor
- To serve customers in a polite and friendly manner.
- To store products in accordance with food hygiene guidance, ready to serve to customers.
- To ensure stock control and stock rotation are completed in accordance with food hygiene guidance.
- To clear tables of crockery and cutlery when customers have finished, and disinfect tables.
- To help keep the kitchen in accordance with Safer Food for Better Business
- To help with the completion of food hygiene checklists and diaries in accordance with Safe Food for Better Business.
- To keep kitchen clean, tidy and hygienic throughout the day.
- To have a sound knowledge of allergens and be able to communicate allergens to a customer if asked.
- To report any repairs required to the kitchen to the caretaking team.
- To have good cash management skills.
- To keep card machine safe.
- To make suggestions for themed days
- To obtain a level 2 Food Hygiene Certificate and attend training that is deemed necessary for the running of the community café.
- To deputise for the Café Supervisor in the event of holidays or sickness.
- Any other task as directed by Hellesdon Parish Council befitting of the skills and grade of the staff member.