**Job Description – Café Assistant**

**Job Title:** Café Assistant

**Reports to:** Cafe Manager

**Salary:** National Living Wage at the appropriate level (Min age 16)

**Hours of Work:** Part time, weekends and school holidays during the day.

**Normal Place of Work:**

The Hideaway

Partington Shopping Centre M31 4EL

**Job profile:**

Assisting the Café Manager, the assistant will help in the kitchen, serving and clearing tables. Customer Service skills are required along with some kitchen experience.

**Principal duties:**

* Ensuring that the café environment is pleasant and welcoming in line with the image agreed with the Directors
* Operating the till, and balancing it on a daily basis
* Undertaking the preparation of the food and beverages served in the café
* Checking that orders have been correctly delivered and charged for
* Serving customers in a pleasant and courteous manner
* Cleaning the kitchen, café area and café toilets in accordance with Health and Safety Regulations and Guidance
* Keeping cleaning and temperature records
* Clearing tables
* Washing up and operating the dish washer
* Ensuring that any risk assessments are complied with
* Reporting maintenance issues to the Café Manager
* Maintaining such records as are required by the Café Manager
* Keeping accurate time sheets daily
* To ensure that all duties are undertaken effectively and efficiently, in accordance with the required standards of service and care.
* To undertake all duties in accordance with relevant Health & Safety legislation and in line with the values and ethos of the organisation
* To undertake training as required

Date: October 2021

Note – this Job Description does not form part of your Contract of Employment