**ST ANDREW’S AND ST GEORGE’S WEST CHURCH**

**CAFÉ ASSISTANT**

**JOB PROFILE**

**Purpose**

To assist the Head of Café Operations (HCO) in all aspects of the Café’s operation.

**Dimensions**

* Works under the direct management and direction of the HCO.
* Reports to the HCO as line manager
* Deputises in the absence of the HCO
* Supports the HCO in catering for events.
* Becomes sufficiently proficient, following training, to work independently in the production of dishes on the café menu.

**Requirements of the Role** (under the direction of the HCO)

* Deputising in the absence of the HCO, including cooking (see below)
* Managing the ‘front of house’ including the servery, and serving customers, especially at busy times
* Ensuring a consistent standard of customer service
* Supervising the use of the till
* Managing the rota of volunteers
* Training volunteers in serving, till, finances, customer care
* Adapting training to suit supported volunteers in working with customers
* Ensuring health and safety and food hygiene requirements are maintained outwith the kitchen, and in the kitchen in HCO’s absence.
* Adhering to all café standards in every interaction with customers, staff, volunteers and external suppliers
* Assisting with control and management of stock
* Cashing up and entering financial information to computer
* Banking as necessary
* Managing financial transactions in accordance with the café/church financial policies
* any other tasks as directed by the HCO

**Skills and Abilities**

**Essential**

* Ability to communicate clearly and work successfully with a wide range of people, including volunteers and customers.
* Basic cooking skills OR willingness to learn
* Ability to work under pressure
* Ability to work on own initiative
* Sound organisational skills
* Knowledge of Health & Safety and Food Hygiene requirements or willingness to learn.
* Basic numeracy and financial understanding
* Proficiency in the use of Word and Excel software and general computer skills

**Desirable**

* Experience in catering/hospitality
* Experience of working with people with additional support needs

**Days/Hours -** Five days per week (normally Monday to Friday) from 9.30 a.m. to 2.30 p.m. (5 hours per day)

**Salary –** Real living wage £10.90 per hour, circa £14,170 per year subject to experience

Appointment will be subject to the Church of Scotland safe recruitment procedure.