



Café Assistant Job Description

The Haven Café is a community café based at the Haven Centre in Smithton. The Haven café is open to members of the public and all who use the centre. All profits generated in the café go towards fulfilling the charitable aims of the foundation and contributing towards future projects that will benefit the young disabled in the Highlands.

The successful candidate will work with team of volunteers and be line managed by the Café Manager.

Skills / Abilities

- Ensuring timely preparation/ cooking/ presentation and service of food and snacks related to the current menu items, and in-line with cafe recipes and portion control.
- Assist with the preparation and baking of a variety of homemade items including biscuits, cakes and tray bakes.
- Assist the manager in reviewing the menu, increasing footfall and maximising profitability of the café.
- Operation of the EPOS System and cash handling.
- Assist with training and supervision of volunteers.
- Ensure compliance of all Food Safety and Health & Safety Regulations and legislation relevant to the cafe operations.
- Ensure that appropriate record keeping is kept up to date.
- Ensure all cleaning methods practises and schedules are adhered to.
- Understanding the proper use and storage of chemicals and COSHH requirements
- Assist with the ordering of supplies using online ordering processes, quality checks, stock control and end of month stock checks.
- Sending and responding to emails in relation to enquiries, bookings and suppliers.
- Familiar with service of various beverages including Barista style drinks.
- Willingness to attend courses or complete online training as required/requested.
- Cover for Cafe Managers absence, including additional hours as required and opening and closing of the premises.

As this is a developing role the job description may required to be reviewed as and when necessary



Job specification- Cafe Assistant

	Essential	Desirable
Qualifications and Experience		
<ul style="list-style-type: none"> • Experience in a catering environment at a similar level 	x	
<ul style="list-style-type: none"> • Food hygiene qualification 	x	
<ul style="list-style-type: none"> • Food hygiene qualification at intermediary level 		x
<ul style="list-style-type: none"> • Experience and understanding of food hygiene and safety legislation. 	x	
<ul style="list-style-type: none"> • Food preparation and cooking, portion control and understanding of allergens and special dietary needs. 	x	
<ul style="list-style-type: none"> • Experience of ePos systems and running reports 		x
<ul style="list-style-type: none"> • Ability to meet customer expectations 	x	
Skills and Knowledge		
<ul style="list-style-type: none"> • Proven organisational and communication skills. 	x	
<ul style="list-style-type: none"> • Ability to work independently using own initiative and equally as part of a team 	x	
<ul style="list-style-type: none"> • Working knowledge of Microsoft word and excel including creating and presenting reports 		x
<ul style="list-style-type: none"> • Ability to work well with others 	x	

<ul style="list-style-type: none"> • Maintain high level of record keeping ,ordering and stock control as required. 	x	
<ul style="list-style-type: none"> • Ability to provide support and train volunteers as required. 	x	
<ul style="list-style-type: none"> • Willingness to attend training courses or complete online training as required/ requested. 	x	
<ul style="list-style-type: none"> • Willingness to learn the wider café operation to deputise in the café managers absence. 	x	