
Great Oaks College

Job Description Cafe Assistant

Grade: Scale 4 - 5

Hours of work: Monday to Friday (36.25 hrs weekly) 08:30 – 16:30

Contract Type: Permanent and Term Time only (39 Weeks)

Responsible to: Café Manager

Main purpose of the job

We have a small café located that sells coffee, tea, sandwiches, snacks, drinks and various other items. The Cafe assistant will be required to maintain a high level of customer service while supporting a student from our college to develop their skills in the working environment.

Main responsibilities and tasks

1. Overall responsibility for the cafe premises, ensuring they are clean, safe and tidy. To be responsible for security and to keep a strict list of key holders.
2. Training students in operating till, drinks preparation, and serving drinks and food.
3. Opening the cafe and ensuring trading hours are strictly adhered to.
4. To maintain an up to date rota, to encourage an active involvement in cafe activities by students, to delegate cafe tasks to the students according to their strengths.
5. To communicate with teachers and job coaches about the progression of student's skills in the work place.
6. To communicate shop performance figures to the line manager at regular and agreed intervals.
7. Other duties: To attend as requested management meetings and development training courses and to undertake any other duties which may arise and fall logically within the remit of the cafe manager.

Key Relationships (Internal and External)

1. Café Manager Students.
2. Staff, Parents and Community users of our Facilities

Equal Opportunities: The School has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The School is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The School is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Description may be altered if necessary by the College Principal.

SIGNATURES

Name of Line Manager:

Signed..... Dated.....

Name of Post holder:

Signed..... Dated.....

The duties of this post will change and develop over time. It is the manager's responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary.