# JOB DESCRIPTION

**JOB TITLE:** Truro School Café Assistant - Saturday

**GRADE:** NMW – age appropriate

**REPORTING TO:** Truro School Café Supervisor/Head of Cookery School

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**ROLE OVERVIEW**

To assist in the running of the Truro School Café, providing hot and cold beverages and snacks to parents, pupils and visitors.

**KEY FUNCTIONS**

* To support the Café Supervisor and full time café assistant in the management and operation of the Truro School Café.
* To take responsibility for the operation of the Truro School Café as required
* To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health & Safety and Hygiene Regulations.
* To assist in the preparation of food and beverages in the Café, ensuring it is clean and tidy and drinks and appropriate snacks are available when the Café opens, as directed by the Truro School Café Supervisor and Head of Cookery School.
* To prepare the service area and other equipment in the service area, and to ensure that drinks and snacks are served in an efficient hygienic environment.
* To serve a range of hot drinks and snacks to parents, pupils and visitors.
* To “clean as you go” in the Café, to standards laid down by the School as directed.
* On closure of the café, to ensure the close down procedure is followed and completed.
* To handle the till effectively following all procedures for cashing up as required.
* To support other team members as and when required.
* To liaise effectively with the other members of the café team regarding stock control, ordering etc.
* To maintain confidentiality of information acquired in the course of undertaking duties for the School.
* To undertake any other duties appropriate to the requirements of the Café as and when required.

**PERSON SPECIFICATION**

* + Previous café experience desirable
  + Must be reliable with a hands on, positive, flexible approach
  + Good timekeeping standards
  + Excellent communication skills
  + Proven track record of being a team player
  + Good attention to detail and ability to work in a fast-paced environment
  + Experienced in first-class customer service
  + Sensitivity to the Methodist ethos and traditions of the School

**ADDITIONAL**

* This is for a one day per week permanent position (term time only) and a zero hours as andwhen required.
* Training to operate equipment will be provided as necessary
* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will may involve contact with pupils.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date Prepared:** January 2020

**Prepared by:**  Head of Cookery School