

### Job Description

**Job title:** Café Assistant

**Salary:** Minimum wage (e.g. £8.91 if over 23) + holiday pay

**Hours:** Minimum of 8 hours a week

**Reporting to:** Café Manager

**Direct reports:** Volunteers on shift

**Job purpose:** To support the catering operations at Winton Park Café, situated in the heart of Winton recreation ground. The café offers hot drinks, simple snacks, ice creams and cakes and runs nature-based events encouraging the local community to engage with nature and get outdoors.

### Job description

You will coordinate the daily running of the community café, which is supported by volunteers who may have additional learning needs. You will be responsible for:

- Running the café offering during
- Coordinating volunteers on a day-to-day basis
- Daily food hygiene routines
- Opening and closing set-up and cashing-up procedures
- Providing excellent customer service
- Assisting with regular events/groups and activities when required
- Stock control and ordering stock.

### ***Additional information:***

- Additional hours to cover annual leave may be required throughout the year
- Any other duties as required by line manager

**Location:** Winton Park Café, Winton Recreation Road, Off Maxwell Road, Bournemouth, BH9 1DQ

## Job Description and Person specification

### Cafe Assistant

#### Person Specification

<b>Education, experience and knowledge</b>	<b>Essential/desirable</b>
Practical experience of working in a café/retail environment	Essential
Knowledge of food hygiene and Health & Safety criteria for catering outlets	Desirable
Food Hygiene certificate	Desirable
<b>Skills and ability</b>	
Capable of coordinating all aspects of café operations	Essential
Ability to coordinate volunteers	Desirable
Able to assist with activities and groups at the cafe	Desirable
Able to work on own initiative as well as in a team	Essential
Customer service focussed with dedicated approach to delivering the best service to café customers	Essential
<b>Personal attributes</b>	
Ability to stay calm in a busy café environment	Essential
Enthusiasm for sharing information about the work of The Parks Foundation	Essential
Interest in nature and the outdoors	Desirable
Approachable and friendly, with the ability to communicate with a wide range of people	Essential
Flexible and adaptable attitude towards work	Essential
Able to work weekends	Essential