



Job Description

Job Title:	Cafe Assistant
Part time:	Monday to Friday, occasional Weekends. Actual hours to be discussed
Responsible to:	Operations Manager
Base:	Café @ Burn Lane, Hexham
Salary:	£11.44 per hour, National Minimum Wage

Background

Adapt (NE) is a registered charity and company limited by guarantee with the primary aim of promoting an inclusive society. A user-led organisation, Adapt (NE) has developed and delivers services in response to identified needs including a Community Transport Scheme, Advocacy Services and Healthwatch Northumberland.

We have an exciting opportunity for an experienced, enthusiastic Café and Kitchen Assistant within Café @ Burn Lane, our community cafe at our Burn Lane site in Hexham.

Details of the role

Working hours will be a minimum of nine hours Monday to Friday with occasional weekend work; these will be by negotiation and discussed at interview.

We are looking for someone who is organised, friendly and flexible.

Responsibilities and duties

- Preparation of menu items for example, salads, sandwich fillings, chips, jacket potatoes, as required by the chef.
- Preparation of baked goods such as cakes, tray bakes and scones, as required by the chef.
- Daily completion of food standards paperwork.
- Serving food and drink to customers in a consistent and reliable manner.
- Basic food preparation and kitchen assistance as required by the chef.
- Taking telephone food orders.
- Taking cash and card payments and ensuring the till balances each day.
- Clearing and cleaning tables in the café and resource centre.
- General housekeeping, cleaning and maintenance duties.
- Assisting with the receipt and storage of deliveries in stock rotation.
- Preparation of and assistance with meetings and events.
- Always having a friendly smile and conversing with our visitors in a courteous manner and delivering an outstanding level of customer service at all times.
- Having the ability to work independently and being able to work unsupervised.
- Being self-motivated and having the ability to work in a pressurised environment.
- Working as part of a team and maintaining good working relations.
- Being responsible for own safety and not endangering colleagues/visitors in the workplace.
- Observing, maintaining and complying with Adapt (NE) values, policies and procedures relating to cash handling, security, hygiene regulations and Safer Food Better Business regulations.
- Ensuring that all staff meals/purchases are recorded in line with company procedures.
- Being responsible for own safety and not endangering that of colleagues/visitors to the workplace.

Person Specification

Essential requirements

- Experience of, or a keen interest in food preparation and baking
- Good people skills and being comfortable to communicate at all levels
- A self-motivator with the ability to cope in a pressurised environment
- Must have the ability to adopt new working systems
- Health and Safety knowledge

Desirable requirements

- Food and Hygiene Certificate to a minimum Level 2
- A willingness to learn new skills as required and undertake appropriate training
- Current driving licence

If you would like to apply for this post, please complete an application form and return to:

Clare Loughlin
Adapt (NE)
Burn Lane
Hexham
Northumberland
NE46 3HN

Email:

generaloffice@adapt-tyndale.org.uk