

## **Kirkgate Centre Café Saturday Assistant**

Salary is dependent on age and experience

Working hours will be regular and up to 5 hours on Saturdays, between 9.30am and 3pm (these will be agreed at appointment)

### **The Kirkgate Centre**

The Kirkgate Centre is a vibrant community centre in the heart of Shipley. We are home to many community groups and activities throughout the week, and an increasing number of family friendly activities on Saturdays.

Our community café aims to provide a familiar, inviting and welcoming space for people to come together and enjoy affordable freshly prepared food and refreshments while participating in activities at the centre.

### **Café Assistant**

This job would particularly suit a local teenager who would enjoy working in a busy community café as part of a small and dedicated team.

Everyone working in the café provides a friendly and efficient service and is involved in all aspects of the café's work including service, food preparation, washing up and cleaning.

In particular we are looking for someone who can:

- work well with others, including volunteers
- taking and prepare orders politely and accurately
- ensuring a welcoming, friendly atmosphere and timely service
- gather feedback from café users about their experience in the cafe and centre
- maintain high food hygiene and health and safety standards at all times, in with the centre's policies and expectations. This includes undertaking training and maintaining records as required.
- uphold our high standards for any food and drinks prepared and/or served from the cafe
- help set up, maintain and pack down the cafe area each day
- ensure the café area is kept safe, clean and tidy at all times
- communicate well with centre users and other members of the team
- uphold the centre's values and ethos of providing a friendly, supportive, and inspiring space that is always welcoming to local residents
- undertake any other tasks as required for the safe and satisfactory running of the centre

The right person for this job will:

- be approachable and friendly, a good communicator and team worker
- be reliable and trustworthy
- be able to work on their own initiative identifying and responding to tasks as they arise
- have good organisational skills
- be willing to work flexibly, undertaking a range of tasks as required
- be a good learner, keen to develop new skills
- have attention to detail, paying particular attention to customers specific needs (for example regarding food intolerances and allergies), health and safety and food hygiene
- recognise and value diversity and equal opportunities for all

**The following would be great, but aren't essential:**

- experience of working in a café environment
- barista skills
- previous food hygiene training