

JOB DESCRIPTION: CAFÉ ASSISTANT

Job Title:	Café Assistant
Hours:	Zero hours contract to support annual leave cover.
Remuneration:	£12.71 per hour
Responsible to:	Café Supervisor
Location:	Cardiff Caravan Park, Pontcanna

Starting immediately

Main Roles and Responsibilities

This role is responsible for the smooth running of the café making hot drinks to order, preparing food from the menu, including specials. Adhering to health and hygiene regulations, ensuring a clean and welcoming environment, operating the till, supporting other members of staff and volunteers and providing excellent customer service at all times.

This role requires some weekend working (Saturdays & Sundays) with weekdays. Our weekday opening days are Tuesday to Friday.

Finance

- Cash handling.
- Point of sale cash and card payments.

Health and safety

- Follow correct procedures for storage of food, beverages and cleaning products following full induction.
- Ensure that all foods that are prepared, cooked and stored in the café meet the high standard of food hygiene and comply with current legislation as inducted.
- Prepare and cook food in advance including soups and specials alongside regular menu
- Provide a welcoming and inclusive atmosphere, greet customers, prepare and serve food and drink.

Additional Responsibilities

The post holder will be expected to:

- Attend meetings as appropriate.
- Undertake training and professional development deemed necessary for the purpose of the post.
- Comply with Equal Opportunities Policy and Procedures in the workplace.
- Comply with all other policies and procedures.
- Contribute to monitoring and evaluation.
- In line with GDPR, maintain confidentiality.
- Maintain appropriate records.

- Co-operate with the Charity to ensure health and safety duties and requirements are complied with. It is the post-holder's personal responsibility to conform to all procedures, rules and codes of practice; also to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available and to attend training courses as required.

Please send a CV & Covering letter to director@cardiffpedalpower.org.uk. We aim to fill this post as soon as suitable applications are received.