



# Ringwood Town Council

## Job Description

**Job Title:** Café- assistant at the Café on Carvers  
**Post Number:** TC26  
**Line managed by:** Manager of The Place, supervised by Café-supervisor  
**Hours of Work:** Hours will be varied including some weekends.

### **Main Purpose:**

We require an enthusiastic, friendly and conscientious member of staff to work in our Café at Carvers. The post holder will have both food preparation and front of house duties and at times be working on their own when they will be responsible for creating a welcoming environment and to be responsible for all aspects of customer care and following health and safety and food hygiene regulations. Training will be provided.

### **Main Duties:**

1. Taking orders from customers in a friendly and efficient manner
2. Taking payments from customers, using the till and credit/debit card facilities.
3. Preparing and serving food (most dishes will have been prepared in advance by Chef-supervisor)
4. Making and serving drinks
5. Stock Handling
6. Ensuring work area is clean and tidy
7. To follow the guidelines set to ensure that the kitchen and café area meets required standards at all times
8. To proactively deal with issues and problems as they arise
9. To ensure appropriate attire is worn, presenting clean and tidy, working in a hygienic manner.
10. To play an active role in the effective delivery of the Centre, including opening and closing at times, supporting groups that are hiring the centre etc
11. To cover additional shifts where possible (for annual leave, sickness etc).

## Person specification – Café assistant

CRITERIA	ESSENTIAL	PREFERRED
<b>Educational Qualifications</b>	Level 2 in Food Hygiene (will provide if necessary)	
<b>Knowledge, Qualifications and Experience</b>	Willingness to undertake training as required	Café or catering experience
<b>IT skills</b>	Able to use a till/card machines (with training)	
<b>Practical demands of the role</b>	<p>Able to meet the physical demands of a role working in a busy café</p> <p>Flexibility of working hours which may change during school term and holidays</p> <p>Able to work during school holidays, weekends and some evenings for special events</p>	
<b>Personal Qualities</b>	<p>An enthusiasm to work with a team to provide an excellent café for young people and the community.</p> <p>A team player but able to work with own initiative. Excellent communication skills.</p> <p>Smart, clean and groomed appearance; excellent standards of personal hygiene.</p> <p>An interest in the Council's aims for the youth and community centre and a commitment to achieving the desired outcomes for young people.</p> <p>Robust and resilient enough to work within a challenging and changing environment.</p> <p>Supportive – demonstrating loyalty and commitment to the organisation, Councillors, staff and service users.</p>	
<b>Personal Style and Behaviour</b>	<p>Able to create a welcoming environment</p> <p>Team Working</p>	