

Café Assistant Job Description & Person Specification

JOB DESCRIPTION

Hours: 20 hrs per week. Tues – Sat, 10.00am – 2.30pm (including 30 min break)

Salary: £12.21/hr

Contract: 6-month fixed-term (As a newly formed charity, we are initially offering a six-month contract. However, we anticipate being able to make this a permanent role, subject to funding and café development)

Location: King's Community Café, Kings Church Warrington

Job Context:

Kings Community Café CIC is establishing the vibrant, not-for-profit King's Community Café, a warm and welcoming hub at the heart of the local community. More than just a café, it will be a place where people connect, enjoy great food, and feel a real sense of belonging. The café will serve a variety of delicious, affordable meals and refreshments in an inclusive, friendly environment that brings people together.

Accountability:

This post will be line-managed by the Café Manager.

Main Responsibilities:

To assist in the day-to-day running of the café, including:

- Providing a friendly and welcoming service to all customers.
- Assisting with food preparation and basic cooking tasks as directed by the Café Manager.
- Making and serving hot and cold drinks.
- Taking orders and serving food to tables.
- Operating the cash register and handling transactions.
- Loading/unloading the dishwasher and ensuring cleanliness in the kitchen and café areas.
- Cleaning the café, kitchen, and wider premises to maintain high hygiene standards.
- Maintaining and adhering to all food hygiene standards and health & safety guidelines.
- Completing relevant paperwork as required.
- Supporting the Café Manager and working as part of a team with other staff and volunteers.
- Willingness to undertake any reasonable task as required by the Café Manager.

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
Education		GCSEs or above
Experience	Previous experience in a similar customer service or hospitality role	Experience of baking and cooking in a commercial environment
Knowledge & Skills	Good communication skills and ability to interact with customers in a friendly & professional manner	
	Basic maths skills for handling cash and operating the cash register	Experience of working with a cash register
	Basic knowledge of food preparation	Knowledge of food safety and hygiene practices
	Ability to work efficiently in a fast-paced environment	
	Basic IT literacy, including email and point-of-sale (POS) systems	
Personal Attributes	Friendly and approachable with a passion for hospitality and delivering excellent customer service	
	Strong teamwork skills and the ability to work with other staff and volunteers	
	Attention to detail and cleanliness	
	Honesty and integrity	
	Punctuality and reliability in adhering to work schedules	
	Willingness to work within the ethos of Kings Community Café CIC and respect its Christian values	