

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Casual Café Bar Assistant |
| HBC Grade: | **HBC1** |
| Service: | **Adult Services** |
| Division: | **Community** |

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| **Main Purpose of the Role** |
| Working alongside existing staff and service users, to assist in the provision of all catering and café activities in the day service cafes and to include the preparation of food and beverages to the customer.To assist in ensuring that the service provided meets the required statutory standards with regard to food hygiene etc. |

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| **Key Duties**  |
| **1** | Assist in the preparation and serving of the full range of food and beverages to the customers of the Service. |
| **2** | Assist in the cleaning of all kitchen equipment, crockery, utensils and kitchen and hospitality areas. |
| **3** | Maintain acceptable levels of hygiene and take responsibility for Health & Safety/ Food Safety in the kitchen and hospitality areas. |
| **4**  | Have the ability to work as part of a team and be proactive in providing a high standard of service and customer care. |
| **5** | Work evening and weekends when required. |
| **6** | Work in the other Council coffee shops and hospitality areas when required. |
| **7** | Assist with food ordering and stock control. |
| **8** | Undertake administrative work to include, opening and closing checks, food temperature checks, checking dates and labels. |
| **9** | Abide by the objectives and targets of the Council and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records. |
| **10** | Fulfil personal requirements, where appropriate, with regard to the Council’s policies and procedures, particularly in respect of health and safety, emergency evacuation, security, equal opportunities, customer care, work standards and promotion of the Council’s Core Values. |
| **11** | You are expected to comply with the Council’s codes of conduct and accountability. |
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| **12**  | Be committed to the principals of safeguarding vulnerable adults , i.e. reporting immediately to Manager any concerns or observations in relating to signs of abuse, neglect general health etc., of service users. |

Note: Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| Basic Food Hygiene CertificateNVQ Level 1 or the ability to demonstrate relevant experience. | NVQ Level 2 | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | A detailed knowledge of food preparation and service. | Detailed knowledge of good hygiene practices. | Ability to perform hygiene practices | Application / Interview  |
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| **DESIRABLE** | Relevant experience in Local Authority (or equivalent) catering. |  | A flexible approach to working hours. | Application / Interview  |
|  |  | Willingness to pursue training opportunities. | Application / Interview  |
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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
|  |  | Interview / Assessment / Documentation  |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

**NOTE TO APPLICANT** – If shortlisted, any relevant issues arising from your references or Criminal Self-Disclosure and Barring List Form (if applicable) will be taken up at interview or at a later meeting if these have not been received prior to interview.

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **July 2023** |
| **JE Ref:** |  |
| **Agreed by:** | **Donna Forster** |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.