

## Job Description Café Assistant



<b>Job Purpose</b>	To work with the Café Manager and other members of the café staff to provide and serve a quality vegetarian menu and to help create an inviting, friendly environment in keeping with the ethos of York Steiner School
<b>Tenure</b>	This is a part time hours of 3hrs per week on Wednesdays (12.30pm – 3.30pm) and 4hrs per week on Fridays (9am -1pm).
<b>Salary</b>	Scale point B - £7.83
<b>Holidays</b>	28 days incl. Bank Holidays (pro rata) to be taken during school holiday periods
<b>Essential qualifications and attributes</b>	<ul style="list-style-type: none"> <li>• A keen interest in vegetarian cooking and enthusiasm for cooking;</li> <li>• Knowledge of cooking and serving food in a commercial setting;</li> <li>• Self-motivated with a willingness to learn and develop in the role;</li> <li>• A good standard of general education;</li> <li>• Reliable and punctual;</li> <li>• A good standard of personal hygiene;</li> <li>• The ability to handle money;</li> <li>• The ability to work under pressure, follow instructions and see tasks through to completion;</li> <li>• Excellent communication skills;</li> <li>• The ability to work alone and/or as part of a team.</li> </ul>
<b>Desirable qualifications and attributes</b>	<ul style="list-style-type: none"> <li>• A Basic Food Hygiene Qualification;</li> <li>• Some experience of kitchen work;</li> <li>• An emergency First Aid qualification.</li> </ul>
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Café Manager in providing a lunch time café service to all staff, tenants, visitors to the school, parents and children when accompanied by their parents;</li> <li>• Good communication skills</li> <li>• You will assist the Café Manager in providing school dinners for class age children;</li> <li>• You will observe the school’s Health and Safety Policy;</li> <li>• Duties will include: <ul style="list-style-type: none"> <li>○ the preparation of vegetables</li> <li>○ cooking as required by the café manager</li> <li>○ serving customers</li> <li>○ making hot drinks</li> <li>○ washing &amp; drying up</li> <li>○ general cleaning in the kitchen and the café</li> <li>○ supervision of volunteers</li> </ul> </li> </ul> <p>You may be asked to undertake additional duties from time to time – to be agreed in consultation with the café manager. <i>However, any such other duties will be reasonable in relation to the individual’s skills and abilities.</i></p>
<b>Line Management</b>	The Café Manager will be your line manager

York Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and passing an enhanced Criminal Records Bureau check.

York Steiner School is an equal opportunities employer and is committed to ensuring that every job applicant or employee receives equal treatment irrespective of sex, marital status, age, race, nationality, disability, sexuality or religious belief