



Job Title **Coffee Shop Assistant**

Responsible to **Coffee Shop Supervisor**

Role Overview

You will play an integral part in the team to create and maintain an environment that is constantly monitored to ensure it is delivering a professional service, and is clean and safe. You will be friendly and understand the importance of customer service, hospitality and be willing to go out of your way to help the customer.

Responsibilities and Duties

- Support the Coffee Shop Supervisor in the day to day management, operation and development of the Coffee Shop, taking responsibility for the operation in the Supervisor's absence.
- Report for duty punctually for every shift, in complete clean uniform to undertake all necessary tasks to ensure the Coffee Shop runs smoothly throughout the day.
- Willingness to attend appropriate training sessions including food hygiene and allergy awareness. Barista Training to be ongoing, including the development of new team members and refresher training as products develop.
- Prepare and serve a limited, but high quality food offering to the customer eg, soups, jacket potatoes, paninis and sandwiches.
- Working within the requirements of relevant Health & Safety and Food Hygiene Regulations, ensure that a high standard of hygiene, safety and cleanliness of the premises and equipment is maintained by following cleaning schedules on shift and in set up and clean down.
- To be responsible for cash handling, float management and till reconciliation on a daily basis
- Maintain adequate stock levels of drinks, snacks crockery and disposables.
- Assist with the ordering and storage of food, beverages and cleaning products liaising with the Chef Manager and Household Manager in respect of any additional stock required.
- Be responsible for the smooth running of the Coffee Shop during events which may include catering and hosting late night opening.
- Work safely around the kitchen equipment and report any maintenance issues to the Chef Manager.
- To be responsible for daily security of unlocking and locking of the Coffee Shop, liaising with the Estates team for out of hours security of the department when necessary.
- Any other duties and responsibilities such as may be reasonably required within the level of the post.

Person Specification

Essential

- Embody the values of Clayesmore
- Experienced in first class customer service and hardworking
- Good organisational skills with a proven record of reliability/good timekeeping with a hands on, flexible approach
- The ability to carry out tasks quickly and be able to follow procedures and instructions
- Committed to ensuring good food hygiene in the workplace
- Experience of working effectively in a team and have the ability to work on your own
- Well presented
- Ability to undertake the manual aspects of the role within manual handling guidelines

Desirable

- Previous experience of working in the catering industry (although full training will be given)
- Previous experience of working in an educational establishment
- Level 2 Food Hygiene and Allergen awareness trained or willingness to be trained
- Barista trained or willingness to be trained

After appointment, the postholder will be required to undertake the next available Food Hygiene Level 2 training.

Additional Information

- This is an all year round post, not term time only.
- Benefits include a free lunch-time meal, free membership of the Clayesmore Sports Centre, death in service benefits and a non-contributory pension scheme into which the school currently pays 8% of your salary.
- Membership of the Clayesmore Society and associated member benefits.

Date prepared : **March 2022**

Prepared by : **Head of Estates and Operations / Head of HR**

Clayesmore 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 for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.