

## JOB DESCRIPTION

<b>Job Title:</b>	St Peter's Cafe Assistant
<b>Responsible to:</b>	St Peter's Cafe Manager
<b>Key internal relationships:</b>	Other Cafe Assistant colleagues
<b>Key external relationships:</b>	Cafe users Trade and Delivery personnel

### Job Context

St. Peter's Cafe sits in the entrance of the St. Peter's Centre which is home to Open Heaven and Elim churches. We moved into the building in July 2013 and started the cafe soon after. The building is often alive with people from both the church and the local community. We also have a lot of students who pass by on their way to the University.

We want the Cafe to be open every day and a place which encourages people to come into the building. The cafe is often someone's first experience when coming into the building, so it's a great opportunity to reflect our values of hospitality and welcome. It's also a wonderful place where people from all sorts of backgrounds can come, relax and enjoy great food.

This role will work with the Cafe Manager, Cafe Assistant colleagues and volunteers to ensure excellent standards of catering and hospitality. It will also involve catering for other events held in the building. Ideas to help develop and grow the Cafe are always encouraged.

### Job Purpose

- To help create a welcoming and hospitable environment
- To prepare and serve high quality food and beverages
- To ensure all health and safety regulations are followed
- To maintain a high standard of food safety and hygiene
- To ensure a clean cafe and kitchen
- To take orders and payment effectively, if called upon to do so
- To open and close the cafe following procedures, if called upon to do so
- To help shape the cafe, bring ideas for the menu, publicity and corporate events
- To help involve and work with volunteers

## **Areas of Responsibility**

### **Preparation of food and drinks**

You will be preparing food and drinks orders which will need to be done to a very high standard and with minimum delay. The presentation of cakes and table centres needs to be excellent.

### **Maintaining a high standard of food safety and hygiene**

St. Peter's Cafe currently has a 5\* rating for food hygiene. We strive to ensure our food safety and hygiene remains at this standard. This means attention must be given to all aspects of food preparation including ensuring personal hygiene, food temperatures, food storage dates and equipment cleanliness are all adhered to.

### **High quality customer service**

You will sometimes be dealing with customers and explaining the menu options, taking orders and serving the food to them. As well as serving cafe customers, you may be the first person someone meets who's new to the building. We want to ensure you can welcome and help them with any questions they have.

### **Being an excellent role model for volunteers**

You will often be working alongside volunteers who will help serve in the cafe. You will be an excellent role model for them in terms of being helpful and positive, and adopting the ways in which we serve people and the standards we follow within the cafe. Being able to encourage volunteers and offer constructive advice and feedback is an important part of their development and work with us.

## **PERSON SPECIFICATION**

**It is a genuine occupational requirement of this post to have a personal faith in Jesus in order to help reflect both Elim and Open Heaven churches' vision and values for the Cafe**

### **Personal Qualities**

- To have a personal faith in Jesus Christ
- To be a committed member of a church community and embrace the personal spiritual discipline of regularly reading the Bible and outworking what it says in all matters of faith, life and conduct
- To be a Christian role model (Phil 3:17) to those who use the cafe
- To demonstrate a consistent integrity, humility and valuing what Jesus values
- To contribute to a working environment of mutual Christian encouragement and growth
- To be passionate about people, church growth and sharing the gospel
- To pray with members of the public about their circumstances whenever appropriate

- To be highly motivated and possess a healthy work ethic
- To use initiative to get tasks done
- To possess a commitment to teamwork and continual learning
- To be able to work flexibly as the job requires
- To be punctual and dependable

**Knowledge**

- To have an awareness of food safety and hygiene standards

**Desirable experience of:**

- working in the catering industry
- working in a small organisation and/or team
- interacting with members of the public / partners / organisations
- working in environments with complex challenges and tight deadlines

**Skills/Abilities**

- To possess good communication and social / people skills
- To possess initiative and strong organisational skills
- To be able to handle pressure and meet tight deadlines
- To have high standards of cleanliness
- To be able to adapt to fluctuating workloads throughout the year
- To possess a first-class attention to detail
- To bring flair and creativity to work undertaken