



Job Description and Person Specification

Post:	Activity Worker (Warm and Welcoming Sunday Café)
Reporting to:	Chief Executive
Responsible for:	None
Terms:	Fixed term for 22 weeks starting early November
Salary:	£14.26 per hour
Working pattern	Sundays from 11am until 4pm
Pension:	Outwith scope of automatic enrolment
Paid leave:	12.5 hours
Closing date:	6pm on Friday 25 October 2024

Overview

Southside Community Centre Association SCIO manages Southside Community Centre in partnership with the local authority. As part of our work we undertake various projects and initiatives which support citizens from our immediate locality and beyond to thrive through the provision of various educational, health, creative and social opportunities.

Having recently began opening our centre on Sundays we have secured funding to utilise our in centre café space as a '**Warm and Welcoming Sunday Café**' which will operate from 10am until 3pm for 22 Sundays, from early November.

The **Warm and Welcoming Sunday Café** will provide an inclusive, safe, warm and welcome space, primarily for older citizens, during the cold winter months. Free hot drinks shall be provided to all those coming along. Also on offer, for those who wish to, shall be activities such as board and card games, dominos, bingo and group conversations.

During this initiative you will be supported by centre janitorial colleagues who will help with setting up, spot cleaning and clearing away. An activity worker will be present in the space for twelve weeks to engage attendees in activities and conversations. Volunteers may also be present.

This post is funded by Edinburgh Community Solar Co-operative.

Major tasks & activities

1. **Providing a hot beverage service.** You will serve free hot drinks and biscuits to café users. Ensuring that this is done safely to avoid spillage, burns and scolds from hot water.
2. **Ensuring the café space is clean and tidy.** You will be required to ensure that the space used is kept clean and tidy throughout your shift, including the gathering and cleaning of used cups, teapots etc.
3. **Providing excellent customer service.** You will provide a warm, approachable and enthusiastic presence, both on welcoming café users and throughout their visit.
4. **Promoting the café.** Alongside colleagues you will take part in the promotion of the weekly café such as handing out leaflets and speaking with centre users.

Other tasks & activities

Working in a community centre requires a willingness to take on a number of ad hoc small tasks and activities in order to support the smooth running of the centre.

Person specification

Knowledge and Experience	Essential	Desirable
Experience of working with a diverse range of community groups		✓
Experience of working within a similar setting		✓
Experience of working in a similar role		✓
Aptitudes, Skills and Qualities		
Ability to work safely to avoid near misses, illness or injury of yourself and others.	✓	
Ability to work using own initiative and be a 'self starter'.	✓	
Ability to remain clam under pressure.	✓	
Ability to prioritise workload.	✓	
Enjoyment of working with community groups.	✓	