Southside Community Centre

Southside Community Centre Association SCIO

Job Description and Person Specification

Post:	Café Assistant
Reporting to:	Chief Executive
Responsible for:	N/A
Terms:	Temporary until 31 December 2026 25 hours per week / 10am to 3pm each day Monday to Friday
Salary:	£14.00 per hour
Pension:	3% employer / 5% employee (Not within scope of auto enrolment)
Paid leave:	Accrued monthly at 12.07%
Closing date:	N/A

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.

We required a new café assistant to support our café manager in delivering our café provision and associated services such as centre hospitality and catering.

Major task/s

1. **Deliver our café services and activities.** Alongside the Café Manager and Chief Executive you will support delivery of our catering and hospitality provision and associated services including;

    a. Providing a daily café service offering sit in and take away meals, drinks and snacks, and on occasion activities and events.
    b. Providing an on-site catering and hospitality service.

    In doing so you shall;

    c. Serve café customers and centre users including taking orders and payments, and provision of menu advice & information including allergen information.
    d. Hold and maintain a level three qualification in food safety and hygiene *(Training provided)*
    e. Adhere to all organisational policies and procedures, and external regulation, with a particular focus on providing a safe café provision.
    f. Contribute to menu design and planning.
    g. Prepare and serve hot and cold drinks, snacks and meals.
    h. Ensuring that our café is in a clean condition at all times.
    i. Create and maintain records as required.
    j. Contributing to ensuring adequate stock levels including making orders as & when required.

k. Attend and contribute to regular team meetings, and make a positive contribution to the work of our organisation as a whole.

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.

You may be expected to be a designated first aider and fire warden, for which appropriate training shall be provided.

Person specification

You will be;

a. Able to show initiative, energy, enthusiasm and provide excellent customer service skills.
b. Able to work to a high standard of professionalism.
c. A team player.
d. Flexible with a positive attitude.
e. Organised, and the ability to work calmly under pressure.
f. Lawfully permitted to live and work in the UK.
g. Experienced in catering, customer service and supervising places and people.
h. Able to engage with centre users from a broad spectrum of society, with a broad spectrum of needs.